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c.1

Alberta Ecology Corps

Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

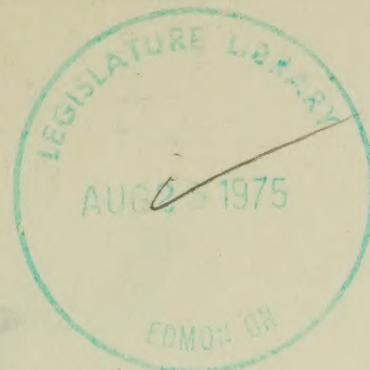
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Alberta Dept. of Lands & Forests
Ecology Corps



October 1, 1971

Honorable Dr. Allan A. Warrack,
Minister of Lands and Forests,
Room 512,
Natural Resources Building,
EDMONTON, Alberta

Dear Dr. Warrack:

The enclosed report on the Provincial Government Student Employment Program, the Alberta Ecology Corps, will show the complete operation and evaluation of this program.

Being involved in a variety of capacities, I have had the opportunity to evaluate the program from all aspects. Initially, I viewed the Corps as an organizer, setting up and administrating the Provincial Parks Projects. Secondly, I assumed the position of Staffing Officer with the Corps and acted as a "trouble shooter" investigating grievances and complaints from students and supervisors. In my final capacity as Director of the Corps, I have had an overall view of the program as well as the governmental administration behind the program.

The Program received insufficient attention in the formative stage which resulted in a very haphazard beginning. Once the program was underway and students began to work, a great interest was created and the program blossomed. The Program needs revision and alterations, however, with due consideration to the moneys spent for the value received, the program should definitely be continued if the student employment outlook does not improve.

Yours truly,

DJ Chabillon

D. J. Chabillon,
Director

DJC/bh

c.c. - Alberta Ecology Corps
Management Committee Members

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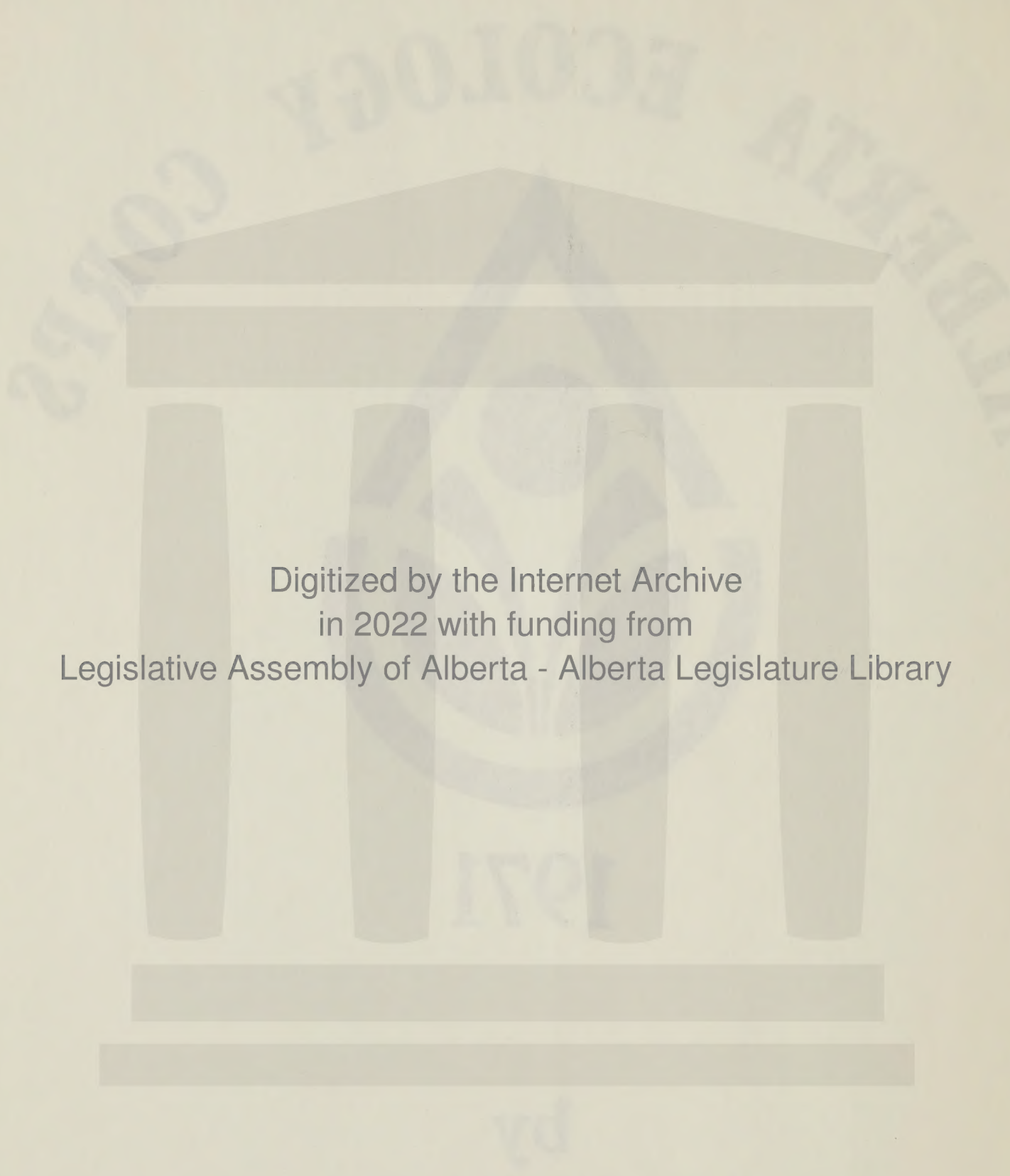
ALBERTA ECOLOGY CORPS



1971

by

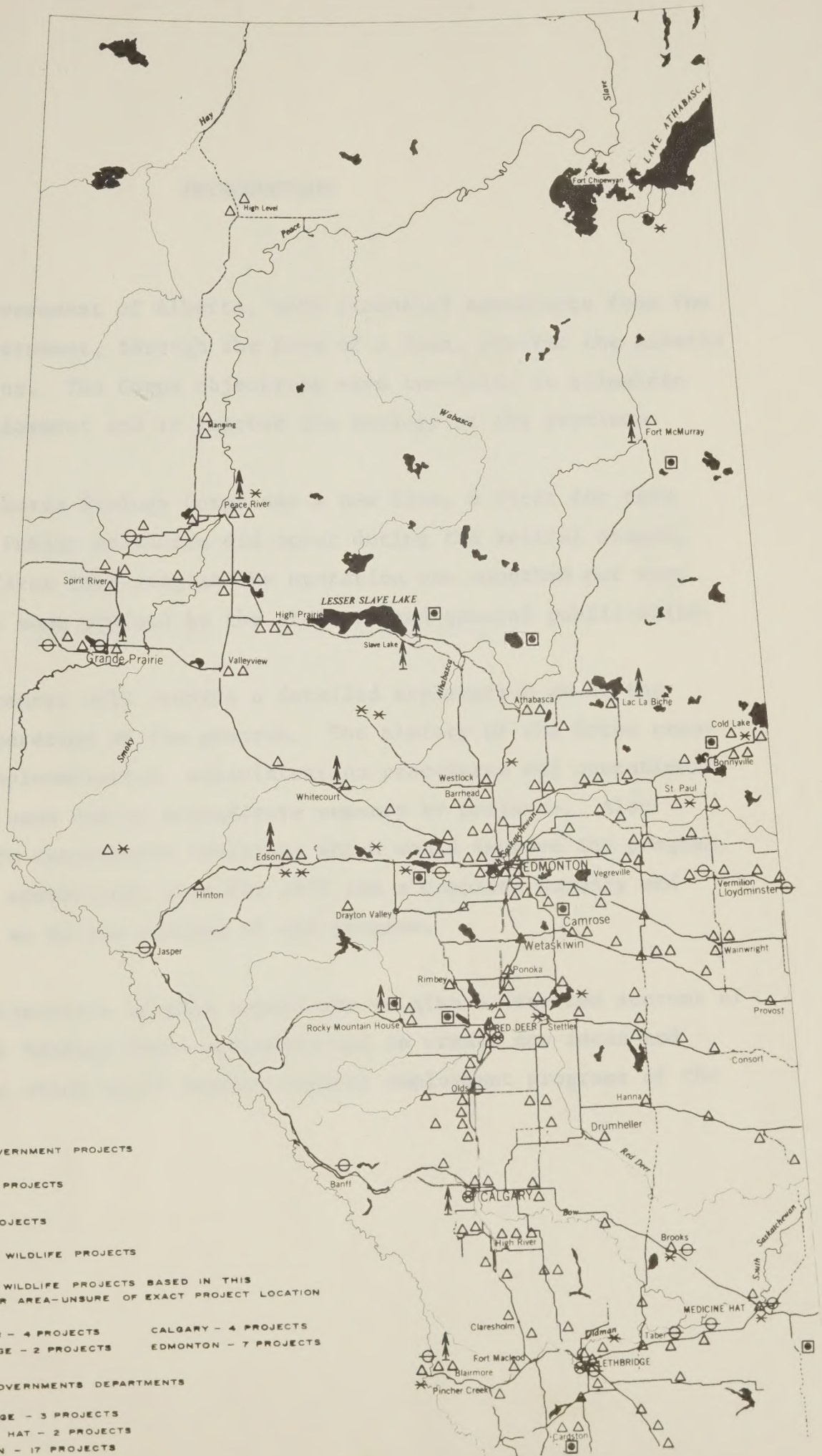
D.J. Chabillon



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LEGEND

- △ LOCAL GOVERNMENT PROJECTS
- ▲ FORESTRY PROJECTS
- ⊠ PARKS PROJECTS
- * FISH AND WILDLIFE PROJECTS
- ⊗ FISH AND WILDLIFE PROJECTS BASED IN THIS PARTICULAR AREA—UNSURE OF EXACT PROJECT LOCATION
- RED DEER - 4 PROJECTS CALGARY - 4 PROJECTS
- LETHBRIDGE - 2 PROJECTS EDMONTON - 7 PROJECTS
- ⊕ OTHER GOVERNMENTS DEPARTMENTS
- LETHBRIDGE - 3 PROJECTS
- MEDICINE HAT - 2 PROJECTS
- EDMONTON - 17 PROJECTS



INTRODUCTION

The Government of Alberta, with financial assistance from the Federal Government, through the form of a loan, created the Alberta Ecology Corps. The Corps objectives were two-fold; to stimulate student employment and to improve the ecology of the province.

The Alberta Ecology Corps was a new idea, a first for this province. Public criticism did occur during the initial stages, but for a first time program the operation was smoothed out very quickly and soon praised by the students and general public alike.

This report will provide a detailed explanation as to the complete operation of the program. The history of the Corps creation and implementation, administration procedures and operational guidelines used and an expenditure summary by projects. Also provided are recommended revisions which would improve the program, a proposed operational plan for 1972 and a complete summary and conclusion as to the success of the program.

The objectives of this report are to give a detailed account of the Alberta Ecology Corps operation and to create new ideas and suggestions which would improve student employment programs of the future.

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3. Canada Manpower offices

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- Crowsnest

- Edson

- Grande Prairie

- Lac La Biche

- Peace River

- Rocky Mountain House

- Whitecourt

b) Provincial Parks

c) Fish & Wildlife

2. Department of Industry & Tourism

3. Department of Health & Social Development

4. Department of the Environment

5. Department of Agriculture

B. SUMMARY OF PROJECT SUPERVISORS REPORTS - Local Governments

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1. Local Governments

2. Department of Lands & Forests

a) Forestry

b) Provincial Parks

c) Fish & Wildlife

3. Department of Industry & Tourism

4. Department of Health & Social Development

5. Department of the Environment

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SECTION I

HISTORY OF THE ALBERTA ECOLOGY CORPS

- 1971 -

HISTORY OF THE CORPS

The student summer employment program in Alberta found its origin, indirectly, last January, 1971, as a result of the Federal Provincial Special Development Loan Program providing Alberta with an amount not to exceed 6.2 million dollars, to be used for the purpose of stimulating employment in Alberta. Suggestions from Ministers, as to the qualifications of those to receive the benefits, were requested by the Provincial Treasurer.

It was felt that student summer employment was one area which should be seriously considered as the manpower centres throughout Alberta had clearly indicated a lack of available positions open to students during the summer months. The Honourable Ray Speaker, Minister of Social Development, began a series of meetings including those with student leaders of post-secondary educational institutions. It was at this time that the concept of the Alberta Ecology Corps was founded. Suggestions and recommendations regarding salary, and types of projects to be included in the scheme, were encouraged. It was decided that the salary would be such that it would provide employees with an adequate amount of savings so as to qualify students for assistance yet at the same time allow the Corps to employ a maximum number of students.

Informal approval from the Premier and formal approval from the cabinet to proceed with the Corps, was received February 17, 1971. The Special Consultant from the Executive Council and an official from the Department of Health and Social Development and the Department of Youth Culture and Recreation proceeded with the planning of the Corps.

A press conference was held February 25, 1971, announcing the special employment programs and specifically the Alberta Ecology Corps. The reaction from the public and opposition in the Assembly was positive. There was, however, a serious drawback - formal authority had not yet been established. Mr. Speaker had only temporarily been designated responsible.

It was hoped that the Alberta Ecology Corps would be in operation by May 1, 1971 so as to immediately accommodate students who would complete their term of studies at that time. A further delay in planning came, however, as no decisions had been made regarding financial authorization.

(a) The 1970-71 budget appropriations were still operative and could not be utilized for the Alberta Ecology Corps.

(b) The new budget would not be operative until April 1, 1971.

(c) With the Assembly in session, no special warrants were possible.

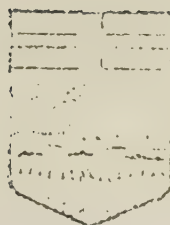
And still no formal authority had been designated, and in spite of an attempt to bring the matter before the cabinet, no further action was taken.

Measures to establish a formal basis did not begin until early April, and first officials meetings were not until sometime later.

The Alberta Ecology Corps was publicized in the news media by the Premier and followed by letter from the Premier to all local governments, Appendix No. 1 and No. 2.

The administration of the Corps was under the direction of Mr. Lloyd De Vore, who accepted the position as Executive Director and carried out the duties very effectively until August 1 when he resigned.

Under Order-in-Council No. 689/71, Appendix No. 3, dated April 19, 1971, the Alberta Ecology Corps became a branch under the Department of Lands and Forests and administrated by this department with the guidance of the management committee comprised of government officials from all departments involved. The Honourable Dr. J. Donovan Ross, Minister of Lands and Forests, was chairman of the committee, and upon him rested the responsibility of the Corps.



GOVERNMENT OF ALBERTA

OFFICE OF THE PREMIER

P R E S S R E L E A S E

Date and Time of Release: 3:00 P.M.,
THURSDAY, FEBRUARY 25, 1971.

INTRODUCTION

In view of my Government's concern with the employment situation and the general economic climate, I wish to announce a multi-million dollar Capital Development Program that will provide an estimated 118,000 man days of employment. This program will create employment in capital development projects throughout the province, providing jobs for thousands of Albertans. I will outline some of these projects:

1. ALBERTA ECOLOGY CORPS

This program will provide summer employment for students attending Alberta's post-secondary institutions (universities, colleges and technical institutions). The Alberta Ecology Corps will be involved in a variety of conservation and environmental programs that provide long-term benefits and improvements. These will include:

Appendix No. 1 Cont'd

- (a) Tree planting and developmental work in the four new provincial parks located at Moose Lake near Bonnyville, Gregoire Lake near Fort McMurray, Jarvis Bay at Sylvan Lake and Police Outpost near Cardston.
- (b) Municipal Improvement programs, including tree planting, landscaping, roadside beautification, and local park and recreation improvements. The municipalities will be invited to utilize Ecology Corps services to their communities. Approximately 40 percent of the Ecology Corps program will be assigned to these municipal programs.
- (c) Camp construction and development for special youth programs, outdoor leadership programs, and recreation programs for handicapped and mentally ill.
- (d) Construction and development of major hiking trails in various areas of the province.

The Alberta Ecology Corps will employ 1,000 students for 84,000 man days in projects costing two million dollars.

2. ALBERTA FOREST SERVICE DEVELOPMENT

These projects will consist of development and major improvements to Alberta Forest Service facilities. The projects will involve some 16,800 man days of work at a cost of \$520,000.

3. PROVINCIAL PARK DEVELOPMENT

In addition to the development work of the Alberta Ecology Corps in the four new provincial parks, 6,000 man days of work will be provided in existing provincial parks. These projects will cost approximately \$300,000.

4. HIGHWAYS BRUSH-CLEARING AND ROADSIDE IMPROVEMENTS

On these projects \$300,000 will be expended for the clearing of brush and general roadside improvement. An anticipated 6,000 man days of work will be provided in projects throughout the province.

5. SENIOR CITIZENS' HOMES

Four Senior Citizens' Homes will be constructed in addition to the two homes already anticipated in the budget. The construction of these homes will cost \$1,800,000 and provide 3,000 man days of employment.

6. YOUTH RECEIVING AND DETENTION CENTRE FOR JUVENILES AT GRANDE PRAIRIE

This facility will be developed at a cost of approximately \$280,000 and will provide 525 man days of employment.

7. PARKING STRUCTURE AT SAIT

This structure to be built at a cost of 1.2 million dollars will require an estimated 2,250 man days of employment to complete.

Loans from a special fund will be sought to finance these programs. The above programs will involve 118,000 man days of employment.

In addition to the above, other government departments will be hiring this summer. A central co-ordination office will be set up to place summer staff above and beyond regular staff.

A Student Enterprises Fund will also be established.

These efforts, together with our regular programs and new industrial and tourist endeavours, will help Alberta's growing economy remain strong and healthy.

Premier Harry Strom announces the formation of the

ALBERTA ECOLOGY CORPS

providing

1300 SUMMER JOBS

Premier Harry Strom has announced that the Provincial Government is establishing the Corps due to concern for environmental problems and providing summer employment to students of universities, colleges, and technical schools. The Corps will provide worthwhile summer occupation to many post-secondary students, and jobs will also be available in other government departments. Students interested in working to help themselves and Alberta this summer should write to:

ALBERTA ECOLOGY CORPS

Legislative Building, Edmonton



GOVERNMENT OF

ALBERTA

Harry Strom, Premier

ECOLOGY CORPS ADVERTISING*

DAILIES	DATE
Grande Prairie	March 23, 1971
Edmonton	March 23, 1971
Red Deer	March 23, 1971
Calgary (2)	March 23, 1971
Lethbridge	March 23, 1971
Medicine Hat	March 23, 1971

WEEKLIES

Peace River	Week of March 22, 1971
Camrose	Week of March 22, 1971

UNIVERSITIES

University of Alberta	March 11, 1971
University of Lethbridge	March 17, 1971

* All advertising uniform in content and design.

ALBERTA



OFFICE OF THE PREMIER

Edmonton 6
Alberta
March 31, 1971.

All Cities, Towns, Villages,
Summer Villages, Counties,
Municipal Districts & Improvement Districts.

Dear

The Government of Alberta is planning a vigorous program to provide employment for many hundreds of students who will be finishing classes at our universities, technical schools and colleges about the end of April.

The Government itself will undertake many projects that will employ students; however, it has occurred to me that our municipal councils, whom I know share our concern about unemployment, could make a very significant contribution by undertaking municipal projects that will not only provide employment opportunities for our students but will result in tangible benefits to the municipalities as well.

The Government is prepared to pay the salaries of students who are employed on municipally-sponsored projects for a period of four months (May through August). I would hope that the councils could in many cases arrange for suitable living accommodation for student workers. The Government is prepared to partially support the living costs of the students and, if necessary, provide special assistance where suitable arrangements cannot otherwise be made. We will try to assist all municipalities which respond on a prorated basis, since the number of Ecology Corps workers reserved for municipal projects is presently 400.

The type of projects we would support in municipalities will be those that have long-term benefit to the community. These could include tree planting, boulevard, park and recreation grounds development, and other labour intensive municipal projects that

- 2 -

create new employment opportunities that otherwise would not have existed. This program must not supplant regular employment activities. I would add that the Government is prepared to supply at no cost, to the extent our supplies will permit, trees and shrubs that are suitable for boulevard and park planting. The Provincial Horticulturist's Office would be pleased to assist in advising councils in that regard.

I believe municipal councils can provide a significant number of projects and, in addition, in most cases can provide the necessary project supervision. As I mentioned earlier, students will be concluding their studies about the end of April. The need to move quickly in creating employment opportunities for them is apparent and the co-operation of you and your council to that end is earnestly requested.

An application form is attached to this letter. Additional forms and information related to the program can be obtained by contacting the Municipal Projects Director, Alberta Ecology Corps, Financial Building, Edmonton. The telephone number is 423-3267.

Yours very truly,

Harry E. Strom,
Premier

Approved and Ordered,

O.C. 689/71

signed by Grant MacEwan

LIEUTENANT GOVERNOR

Edmonton
April 19, 1971

Upon the recommendation of the Honourable the Provincial Treasurer, dated April 19, 1971, the Executive Council advises that the Lieutenant Governor in Council hereby transfers

- (a) \$820,000 from Appropriation 2682 to Vote XVIII (Lands and Forests Department) for the purposes of an employment program for the development and improvement of provincial parks and forests;
- (b) \$300,000 from Appropriation 2682 to Vote XV (Highways and Transport Department) for the purposes of an employment program for the development and improvement of road allowances;
- (c) \$2,000,000 from Appropriation 2682 to Vote XVIII (Lands and Forests Department) for the purposes of an employment program for ecological and environmental improvement.

signed: Harry E. Strom

Chairman

APPENDIX

THE ALBERTA ECOLOGY CORPS PROGRAM, 1971

1. In this Order,

- (a) "approved project" means a project or program approved by the Minister pursuant to section 3;
- (b) "eligible student" means a person who is at least 18 years of age, is not disqualified under the laws of the Parliament of Canada from accepting employment in Canada, and was enrolled as a full-time student during the 1970-71 term, in a university, college or institute of technology or any educational institution providing instruction at the post-secondary level.
 - (i) In Alberta, or
 - (ii) outside Alberta, if that person is also normally a resident of Alberta;
- (c) "Minister" means the Minister of Lands and Forests;
- (d) "post-secondary level" has the meaning given to it by the Post Secondary Education Adjustment Payments Regulations under the Federal Provincial Fiscal Arrangements Act, 1967 (Canada).

2. (1) There is hereby established a branch of the Department of Lands and Forests called the "Alberta Ecology Corps."

(2) The provisions of the "Regulations Governing Personnel Administration and Management for the Wage Service" under The Public Service Act do not apply to the members of the Alberta Ecology Corps or persons employed pursuant to section 4, subsection (4).

3. For the purposes of this Order, the Minister may approve projects or programs to be carried out by his own or any other Department of the Government, municipal corporations or private organizations where the projects or the programs are designed for ecological or environmental improvement in Alberta including, without limitation, forests and parks improvement, landscaping, roadside beautification, recreation improvements, camp construction, construction and development of major hiking trails, special youth programs, outdoor leadership programs, recreation programs for handicapped and mentally ill persons and tourist information programs.

4. (1) The members of the Alberta Ecology Corps shall be employed for the purposes of carrying out approved projects during 1971.

(2) Except as provided in subsection (3), the terms and conditions of employment of members of the Alberta Ecology Corps shall be determined by Order of the Minister.

(3) A member of the Corps shall be paid

(a) wages at the rate of \$250 per month,

(b) a living allowance of

(i) \$1.50 per calendar day when he is living at his normal place of residence, or

(ii) \$3.00 per calendar day, when he is not living at his normal place of residence, except where he is being provided with board and room at the site of his employment, and

(c) after he successfully completes the work season, the cost of transportation by the most economic means

(i) from the place where he was enrolled as a student in Alberta or his place of normal residence in Alberta to the site of his initial employment, and

(ii) from the site of his employment at the end of the work season back to the place where he was so enrolled or resided.

(4) The Minister may hire wage employees to provide supporting services to eligible students working in approved projects at such rates and upon such terms and conditions of employment as the Minister prescribes by order.

5. (1) Where the Minister approves a project or program of a municipal corporation, the Minister shall reimburse the municipal corporation for

(a) amounts paid by it on behalf of the Minister to members of the Alberta Ecology Corps assigned to it for the purposes of an approved project, as wages or as living allowances, in accordance with the rates prescribed by section 4, subsection (3),

(b) the cost of room and board provided by it to those members at their sites of employment (where they are required to work away from the places of their normal residence) at the rate of \$3.00 per calendar day per member, and

(c) the cost of transportation paid by it on behalf of the Minister to those members in accordance with section 4, subsection (3), clause (c) and the cost of transportation provided by it for the transport of those members from one project site to another.

(2) All accounts for reimbursement submitted to the Government pursuant to subsection (1)

(a) shall be certified as correct by responsible officials of the municipal corporation,

(b) are subject to audit by the Provincial Auditor, and

(c) shall expressly indicate the approved projects to which they apply.

6. The Minister may provide transportation, supplies, materials and services or for the costs thereof for any purpose in connection with or incidental to the carrying out of any approved project.

7. Expenditures under this Order shall be paid from Appropriation No. 1899.

SECTION II
1971 ADMINISTRATION PROCEDURES

A. PROJECT ESTABLISHMENT

1. Provincial Government Departments

List of Projects approved and rejected

2. Local Government Bodies

List of Projects approved and rejected

B. STUDENT APPLICATION SYSTEM

1. The Ecology Corps office

2. Provincial Government offices

3. Canada Manpower offices

4. Local Government offices

C. APPLICATION PLACEMENT PROCEDURES

1. Flow Plan

Employee Number System

Census Division System

Inventory Card System

Eligibility List

2. Improvements within the Flow Plan

Eligibility List

Employee Number System

Inventory Card System

Suggested Flow Plan

Suggested Application Form changes

A PROJECT ESTABLISHMENT

1. Provincial Government Departments

Departments throughout the government were requested to make recommendations to the management committee as to project proposals. The committee approved those projects which were considered to be in the true context of the program. The directors of branches, or their representatives, proposing the projects presented their proposals to the management committee. The management committee was formed by senior personnel from departments directly involved with the program. Management committee personnel - Appendix No. 4.

Following this will be a list of all government departments projects approved and a list of all government departments projects rejected. - Appendix No. 5.

2. Local Government Bodies

Local Governments were informed of the Alberta Ecology Corps Program by:

- (a) the news release made by the Premier - Appendix No. 1
- (b) the letter to the local governments from the Premier - Appendix No. 2
- (c) the letter from Mr. W. Isbister, Assistant Deputy Minister, Department of Municipal Affairs - Appendix No. 6.

The letters noted explained the application procedure that Local Governments should use. All cities, towns, villages, summer villages, counties, municipal districts and improvement districts received the noted letters. Applications were received by Mr. Isbister and then presented to the management committee.

The list of projects approved and a list of projects rejected are enclosed - Appendix No. 7 and No. 8.

ECOLOGY CORPS MEMBERS
MANAGEMENT COMMITTEE PERSONNEL

Dr. J. Donovan Ross
Minister of Lands and Forests (April - August 30)

Dr. Allan A. Warrack,
Minister of Lands and Forests

Mr. C. K. Huckvale,
Provincial Auditor.

Mr. F. G. Stewart,
Deputy Provincial Treasurer.

Dr. V. A. Wood,
Deputy Minister of Lands and Forests

Mr. G. B. Evans,
Director of District Youth Representatives

Mr. W. D. Isbister,
Assistant Deputy Minister of Municipal Affairs

Mr. P. D. McCalla,
Head of Horticulture Branch, Dept. of Agriculture

Mr. D. J. Chabillon,
Director of Ecology Corps

Mr. T. Drinkwater,
Director of Parks

Mr. H. M. Ryhanen,
Head, Administration Branch, Alberta Forest Service

Mr. D. E. Massig,
Personnel Officer - Dept. of Lands and Forests.

Mr. G. R. Kerr,
Director of Fish and Wildlife

Mr. A. McCallum
Administrative Accountant - Dept. of Lands and Forests

Mr. V. E. McCune,
Chief Engineer - Dept. of Highways & Transport

Mr. T. R. Vant,
Executive Assistant - Dept. of Industry & Tourism

Mr. D. W. Rogers,
Assistant Provincial Auditor,
Data Processing Division

Mr. R. A. Splane,
Administrative Accountant,
Treasury Department

Miss L. L. Cameron - Secretary
Administration Branch, Alberta Forest Service

Mr. R. H. Morrisette,
Deputy Director, Public Assistance,
Dept. of Health and Social Development

PROVINCIAL GOVERNMENT DEPARTMENTAL PROJECTS

FISH AND WILDLIFE

Pollution Prevention Plan
Fish Habitat Improvement
Clerk Typists
Evaluation of Provincial Exper. Fish and Farm
Stream Habitat Improvement
Swan Hills Moose Project
Cold Lake Coho Salmon Project
Sport Fishery Invest. in Tyrell Lake
Mountain Goat Transplant
Creel Census (Peace River)
Stream Bank and Bank Slump Rehabilitation
Lake Fisheries Improvement Studies
Fish Population Analysis
Fish Population Assessment - Wabamun
Bow - Highwood Reservoir Study
Brooks Pheasant Habitat
Antelope Project
Oldman River Elk Project
Big Game Range Rejuvenation
Edson Evaluation
Chip Lake Waterfowl Evaluation
Elk Project (Red Deer River)
Ruffed Grouse
Buffalo Lake Pike Spawning Study
Study of Ecology of Walleyes in Richardson
Office and Lab Assistant for Field Crews
Creel Census - Clearwater, Bow River
Mine Effluent Study in Crowsnest Pass
Lab Assistant
Radio Trans and Receiver Development
Student Draftsman
Clerk Typist
Edson - Analyses of Ecology Corps data
Habitat Inventory

PROVINCIAL PARKS

Gregoir Lake

Moose Lake

Crimson Lake

Jarvis Bay

Cypress Hills

Provincial Parks Department Tree Planting Crew (3 10 man crews)

Police Outpost

Sir Winston Churchill

Calling Lake

FORESTRY CREWS

Klondike Trail

Rodmen - Construction and Maintenance

Blairmore Forest

Lac La Biche

Peace River Forestry

Slave Lake

Alberta Forest Service Timber Audit

Lands and Forests Publicity Crew

Whitecourt

Edson Forest Crew

Bow River Environment Research

Bow River Reforestation

Bow River Land Use Crew

Bow River Recreation Crew

Bow River Replacements

Bow River Recreation Survey

Rocky Forest Crew

Grande Prairie Forest Crew

Edson Forest Hazard Reduction

Cooks

PROVINCIAL DEPARTMENTS

Oliver Tree Nursery

Department of Industry and Tourism - Travel

Department of Industry and Tourism - Information

Ground Squirrel Ecology

Edmonton Trace Minerals Study

Stream Pollution Survey

Edmonton - Residue Analysis

Fairview Agriculture College

Vermilion Agriculture College

Department of Health and Social Development

Beaverlodge - Biological Weed Control

Division of Pollution Control (Water)

Division of Pollution Control (Air)

Ecology and Aquatic Plants - Lake Wabamun

Edmonton - Consumer Education

Edmonton - Diseases and Parasites in Wildlife

Edmonton - Ecological Survey

Edmonton - Evaluation of Mercury in Predators

Edmonton - Youth Development Centre

Edmonton - Crop Response on Acidic Soils

Olds Agriculture College

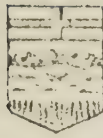
Alberta Horticultural Research

Water Resources Division

Water Resources Division - Conservation and Development

Water Resources Division - Tyrell Lake

Water Resources Division - Survey Work



GOVERNMENT OF THE PROVINCE OF ALBERTA

DEPARTMENT OF MUNICIPAL AFFAIRS

ADDRESS REPLY

THE DEPUTY MINISTER OF MUNICIPAL AFFAIRS
EDMONTON, ALBERTA

MUNICIPAL AFFAIRS BUILDING
10363 - 108 STREET
EDMONTON, ALBERTA

April 23, 1971

The Municipal Secretary
of all Cities, Towns, Villages,
Summer Villages, Counties and
Municipal Districts

Re: Student Employment
Alberta Ecology Corps.

Further to Premier Strom's letter to your Mayor or Reeve, wherein he advised of the Alberta program for student employment, I outline hereunder the terms and conditions of the program as it relates to projects carried out by municipalities.

Applications

Applications can be submitted on the approved form, copy of which is attached and should be forwarded to the undersigned by April 30th. It is realized that notice of the program has been rather short and we are therefore prepared to consider applications that may be received shortly after April 30th, however, every effort should be made to meet that deadline.

General Terms and Conditions
Acceptable Projects

The projects should be those that have some lasting benefit and may include tree planting, landscaping, improvement of streams, rip rapping and other bank work, development of recreation grounds, fencing of public lands, painting and repair of municipal buildings and facilities and other municipal projects that have a high labor content and result in the creation of new facilities and the improvement of existing facilities. In certain projects such as tree planting and landscaping continuing care and maintenance is

required. In such cases one or more student employees as may be required can be retained to ensure that the newly planted trees and landscaping, etc. are given the care needed to produce good results.

Duration of Project

In order to minimize transportation costs and to provide the greatest amount of work possible, projects should run for at least one month and longer if possible.

It is realized that some projects such as boulevard tree planting will be relatively short in duration, however, where possible such work should be coupled with other needed projects to provide the longer term job. Requests for the number of employees should be consistent with the idea of providing a reasonable length of job.

Project Staffing

The Province will provide the student-employees and will make every effort to assign them to projects in or near their normal place of residence. It will be appreciated however, that with employee selection on a computerized basis, we may not always be able to assign students to their "home" municipality.

Municipalities having approved projects will at the time of the assignment of students to their projects, receive details regarding hours of work, lost time and other related matters.

Payment of Wages

Each municipality will pay the student-employees on a twice monthly basis at the rate of \$250.00 per month. Each student will also be paid \$1.50 per day living allowance if he is staying at home or \$3.00 if he is not. Incidental costs of transportation and supervision within the municipality would be a municipal responsibility.

The Municipality may submit claims for reimbursement of student wages and living allowance on a monthly basis or at the conclusion of a project as it prefers. Claims for reimbursement

are to be made on the forms that will be provided later to those municipalities having approved projects. No payroll deduction other than Canada Pension and Canada Income Tax (where appropriate) are required and no Workmens Compensation Board assessment need be paid by municipalities. Student-employees are covered in that regard by arrangements between the Province and the Compensation Board.

Note: Re - Room and Board

We earnestly request the full co-operation and assistance of municipal councils, staff and indeed the entire community in arranging for room and board in private homes for students employed on municipal projects. We do so for the reasons that (a) the student living allowance of \$3.00 per day would in most cases pay his entire costs of room and board in a private home, thus allowing him to save his wages and (b) a student would during the time he is in a municipality be made to feel at home in the community and be encouraged to participate in community sports and other activities. We believe communities can do a good job in this regard and we would certainly encourage them to do so.

Trees

The Province is prepared to provide within the limits of its supply trees suitable for boulevard and park planting. Boulevard trees of 4' - 6' in height can be obtained while the supply lasts at the Lacombe Nurseries, Lacombe. Those trees will be free of charge and the municipalities are requested only to be responsible for the cost of transporting them from the nursery to the municipality, either with their own trucks or by other arrangements. The smaller trees and shrubs suitable for planting in parks and other public areas are available at no cost from the Provincial Tree Nursery at Oliver. Requests for trees should be made to P.D. McCalla at the Plant Industry Division, Department of Agriculture, Edmonton. Transportation of these trees is also to be a municipal responsibility.

There may be opportunities for municipalities to obtain suitable boulevard trees in the 4' - 6' height range from nurseries or other private sources. If this can be arranged and it may be more convenient in many cases to do so, the Province is prepared to

- 4 -

contribute \$1.50 per tree toward their cost. To be reimbursed on this basis, a municipality must forward a claim to the Province supported by a certified copy of the invoice from the nursery, person or agency from which the municipality purchases the trees. An information sheet related to trees is attached to this letter.

General Comments

There undoubtedly will be questions arise in respect to the program that are not covered in this letter. Enquiries are welcomed and will be given immediate attention. Questions should be directed as follows:

General Information

W. D. Isbister,
Assistant Deputy Minister,
Department of Municipal Affairs,
10363 - 108th St.,
Edmonton, Alberta Phone 424 9588

Personnel

Mr. Lloyd DeVore,
Executive Director,
Alberta Ecology Corps,
1st Floor, Financial Building,
Edmonton, Alberta Phone 423 3267

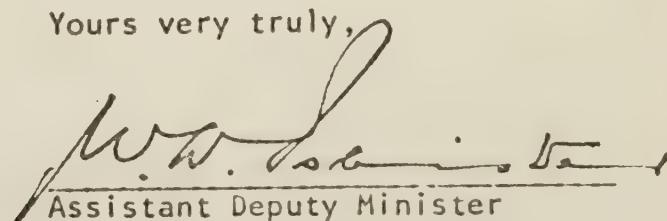
Trees and Shrubs

Mr. P.D.R. McCalla,
Head, Horticulture Branch,
Department of Agriculture,
Agriculture Building,
Edmonton, Alberta Phone 229 4526

Claims for
Reimbursement

Mr. A. McCallum,
Administrative Accountant,
Department of Lands & Forests,
Natural Resources Building,
109th St. & 99 Ave.,
Edmonton, Alberta Phone 229 3404

Yours very truly,



W. D. Isbister
Assistant Deputy Minister

**Alberta Ecology Corps**

(Municipalities)

1. Municipality

Address

2. Description and location of project

3. Expected date of commencement

4. Expected date of completion

5. Number of persons to be employed

6. Number of man-days of work

7. Total cost (excluding Ecology Corps salaries)

8. Cost of materials only

9. Project supervisor supplied by municipality

Yes No

☐ ☐


10. Living accommodation available in municipality

Yes No

☐ ☐

Additional Comments

It is hoped that wherever possible municipalities will utilize Ecology Corps services for the period May 1st to August 31st. However, it is expected that a large group of students will be available in early June due to the longer school year at the technical institutes.



ALBERTA DEPARTMENT OF AGRICULTURE

PLANT INDUSTRY DIVISION

Agriculture Building
9718-107th Street
Edmonton 6, Alberta

April 23, 1971

TO: The Municipal Secretary
of all Cities, Towns, Villages,
Summer Villages, Counties and
Municipal Districts

Dear Sir:

Re: Planting Recommendations for Large Size Boulevard Trees

Cities, towns and villages are often difficult places to establish trees. Therefore, in your planting program, be as generous to the trees as possible by digging large planting holes, replacing poor soil with fertile soil, with watering and by staking the trees.

The following tree varieties are recommended for Alberta townsite beautification:

<u>Species:</u>	<u>Growth Habit:</u>	<u>Minimum Spacing Recommendations:</u>
American Elm	} Tall growing	45 feet
Green Ash		
Laurel Leaf Willow		
Siberian Elm) Medium sized	40 feet
Mountain Ash	} Smaller sized, } spring flowering	35 feet
Mayday		

Spacing Recommendations:

It is not recommended to space trees wider than 60 feet. Do not plant trees on boulevards where the planting strip is less than 6 feet wide. Other considerations regarding traffic signs, etc., are:

- (a) Plant trees a minimum distance of 25 feet from corners.
- (b) Plant trees a minimum distance of 12 feet from: fire hydrants, traffic signs, light poles, driveways, bus stops, etc.

- 2 -

Planting Recommendations:

For trees 4 feet to 8 feet in size it is necessary to dig a planting hole 24 inches in diameter. Plant the trees at the same depth as the tree grew at the Nursery. Use fertile dirt for back-filling. Establish a 6 foot stake 4 inches away from the tree and fasten the trunk to the pole with a loop of wire that is enclosed in a section of garden hose to prevent bark cutting. Water thoroughly.

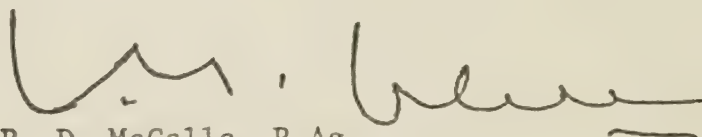
Selection of Varieties:

It is recommended that the listed varieties be used in homogeneous types of plantings. Therefore, do not intermix the varieties along one boulevard or street, but use one variety along one street, and another variety elsewhere.

Early Maintenance:

Landscape beauty depends on people. Therefore inform your community about the efforts to beautify their neighborhood. These newly planted trees should not be molested; the trees require periodic watering during the summer.

Yours truly,



P. D. McCalla, P.Ag.,
Head, Horticulture Branch

PDM/r1

LIST OF MUNICIPAL PROJECTS

Municipal District of Acadia #34

Summer Village of Alberta Beach

Village of Andrew

County of Athabasca #12

Town of Athabasca

County of Barrhead #11

Town of Barrhead

Town of Bashaw

Town of Bassano

County of Beaverlodge

Village of Berwyn

Town of Black Diamond

Village of Blackfalds

Village of Blackie

Town of Blairmore

Municipal District of Bonnyville #87

Town of Bonnyville

Village of Bowden

Town of Bow Island

Village of Boyle

Town of Brooks

City of Calgary

City of Camrose

County of Camrose #22

Village of Carbon

Town of Cardston

Town of Carstairs

Summer Village of Castle Island

Town of Castor

Village of Cayley

Town of Claresholm

Town of Coaldale

Town of Cochrane

County of Beaver #9

Town of Cold Lake
Town of Coleman
Town of Coronation
Village of Coutts
Village of Cremona
Village of Crossfield
Town of Daysland
Village of Delburne
Town of Devon
Village of Donnelly
Town of Drayton Valley
City of Drumheller
Village of Eaglesham
City of Edmonton
Town of Edson
Town of Elk Point
Town of Fairview
Town of Falher
County of Flagstaff #29
Municipal District of Foothills (High River) #31
Village of Foremost
Village of Forestburg
Town of Fort MacLeod
New Town of Fort McMurray
Town of Fort Saskatchewan
New Town of Fox Creek
Village of Glendon
Town of Grand Centre
New Town of Grande Cache
City of Grande Prairie
Town of Granum
Village of Grassy Lake
Town of Grimshaw
Town of Hanna
Town of Hardisty
Village of Hay Lakes
Town of High Level

Town of High Prairie
Town of High River
Town of Hinton
Improvement District #5 (Crowsnest)
Improvement District #14 (Edson)
Improvement District #23 (High Level)
Improvement District #17 (High Prairie)
Improvement District #22 (Manning)
Improvement District #17 (Peace River)
Improvement District #10 (Rocky Mountain House)
Improvement District #19 (Spirit River)
Improvement District #16 (Valleyview)
Town of Innisfail
Town of Killam
Municipal District of Kneehill (Threehills) #48
Town of Lac La Biche
County of Lacombe #14
Town of Lacombe
Town of Lamont
County of Leduc #25
Town of Leduc
City of Lethbridge
County of Lethbridge #26
City of Lloydminster
Town of Magrath
Summer Village of Ma-Me-O Beach
Town of Manning
Town of Mayerthorpe
Town of McLennan
City of Medicine Hat
Town of Milk River
County of Minburn #27
Village of Mirror
Town of Morinville
County of Mountain View #17
Town of Mundare
Village of Myrnam
Town of Nanton
Village of Mannville

Village of New Sarepta
Village of Nobleford
Town of Okotoks
Town of Olds
Town of Oyen
County of Paintearth #18
County of Parkland #31
Town of Peace River
Village of Penhold
Town of Pincher Creek
Village of Plamondon
County of Ponoka #3
Town of Ponoka
Town of Provost
Village of Radway
New Town of Rainbow Lake
Town of Redcliff
City of Red Deer
Town of Redwater
Town of Rimbey
Town of Rocky Mountain House
Municipal District of Rocky View #44
Village of Rycroft
Village of Ryley
Summer Village of Sandy Beach
Town of Sedgewick
County of Smoky Lake #13
Town of Smoky Lake
Municipal District of Smoky River #130
Town of Spirit River
Town of Spruce Grove
Town of Stettler
Village of Stirling
Town of Stony Plain
County of Strathcona #20
Town of Strathmore
Municipal District of Sturgeon #90
Town of St. Albert

Town of St. Paul
Town of Sundre
Town of Sylvan Lake
Town of Taber
Village of Thorhild
Village of Thorsby
Town of Three Hills
Town of Tofield
County of Two Hills #21
Town of Two Hills
Summer Village of Val Quentin
Town of Valleyview
Town of Vauxhall
Town of Vegreville
Town of Vermilion
County of Vermilion River #24 (Kitscoty)
Village of Veteran
Town of Viking
Village of Vilna
County of Vulcan #2
Town of Vulcan
Municipal District of Wainwright #61
Town of Wainwright
Village of Warner
Village of Wembley
Municipal District of Westlock #92
Town of Westlock
City of Wetaskiwin
County of Wheatland #16 (Strathmore)
New Town of Whitecourt
Village of Willingdon
Village of Youngstown

REJECTED PROJECTNATURE OF PROJECT

Foothills School Division #38

School ground development

Village of New Sarepta

Construction of village office
and public water system

Brooks School Division #2092

School ground development

Town of Elk Point

Cataloging and repairing
books - town library

City of Edmonton

Whitemud Creek Study

specified 3 year engineering students

Telephones

insp. & maintenance of switching equipment

Telephones

identify equip. on subscribers prem

Telephones

check groundings

Telephones

inter office trunk study

Telephones

update records of manholes, duct
space, cable layout

Telephones

cable inventory

Telephones

record work

Telephones

develop computerized routings

Telephones

upgrade service wiring

Telephones

audit & invoice verification studies

Telephones

personnel charts

General

Systems library

Telephones

tool & equipment inventory

General

manpower utilization system

New Town of Rainbow Lake

clearing for fire control

These projects were rejected by committee.

Committee did not feel they were in keeping with the ecological objectives of program.

B. STUDENT APPLICATION SYSTEM

Applications were received from three major sources -

1. The Corps Office - Students were informed of the Corps through student manpower offices or newspapers. Applications were obtained and received by same offices (Manpower offices in mention include those found at Students Union Building, University of Alberta, Northern Alberta Institute of Technology, and other post-secondary institutions)

2. Provincial Government Offices - Several applications were received from the Department of Lands and Forests office. These include those applications from persons satisfying the Ecology Corps requirements and seeking positions which were within the realm of the Corps operation. These applicants had original intentions of being employed by the Department of Lands and Forests, however, were unsuccessful.

3. Canada Manpower Offices - Applications were accepted from students placing application with their local manpower office. We found it necessary to open our applications to include these students after we found our source of applications was not sufficient to satisfy the number of positions which were available. This was the result of (a) the high turn-over of students who had been assigned to positions, (b) the number of students who did not accept our initial assignments and our inability to offer second choices, or (c) the number of students who had already accepted jobs with other companies. None of the above factors had been anticipated to such a degree.

4. Local Government Offices - Municipalities, improvement districts and counties were asked to employ local students to fill projects. Applications were received by the localities and forwarded to the Corps office for approval. Again students hired had to satisfy Corps requirements.

C-1 APPLICATION PLACEMENT PROCEDURES

FLOW PLAN

1. Employee Number System

The first step in the processing of applications was to assign a number to each application received by the Corps office regardless of eligibility. The purpose of such a system was to enable the Corps to keep an accurate account of the number of persons making application with the Corps and to devise a form of identification.

The code used on the number was as follows: See Appendix No. 9.

Six numbers were used. The first number was assigned according to: (a) The first number, 0, was used if the application was received originally by the Corps office and had the signature of the references given by the applicant; (b) the first number, 2, was used if the application was received by the Corps office, manpower office or local government office, but had no reference signatures; (c) the first number, 9, was used if the application was received by the Department of Lands and Forests, regardless of whether reference signatures had been given or not.

The last five numbers showed the chronological ordering of the applicants. It was hoped that these numbers would tell us instantly how many applications had been received by this office to date.

A record was kept of all the numbers along with information regarding: whether the applicant was male (1) or female (2); the census division to which the applicant belonged (Edmonton - 11, Calgary - 6, etc.) and the location preference of the applicant (Edmonton - 1, Calgary - 2, Southern Alberta - 3, Central Alberta - 4, Northern Alberta - 5, no preference - 6).

This system had several pertinent disadvantages: (a) We often received two or more applications from one student, having accepted applications from so many organizations; (b) The first number reference was not always accurate; (c) Not all applications were assigned numbers; (d) The responsibility of assigning numbers was given to many persons of the Corps office, thus resulting in a great deal of confusion and error. (e) The direct employers often used their own employee number system based on their own code.

APPLICATION SCREENING & CODING

APPLICATION FORM BLANKS TO BE CHECKED BY SCREENING & CODING OFFICERS

- Upper Right-Hand Blank - This blank is used for the applicant's Census District Number. The CDN is found by looking up the address given in Blank #4 (Home Address) in the Gazetteer. The CDN should also be entered in the columns under "Census Division" on the Code Sheet.
- Candidate's Number - This blank will be numbered by a designated Coding Officer with a four-digit number which will be the applicant's identification number. The identification number will also be entered in the four right-hand columns under "Application Number" on the Code Sheet.
- Blank #3 - This blank calls for the student's school address and should be checked only if the applicant does not list an Alberta address in Blank #4. If the student does list an Alberta address in Blank #4, go on to Blank #6. If it is necessary to check Blank #3, and an Alberta address is given in Blank #3, use that address for assignment of the applicant's Census District Number. If it is necessary to check Blank #3 and the applicant does not give an Alberta address in Blank #3, reject the application.
- Blank #6 - If the age listed in the blank is less than 18, check Blank #7. If the birth date listed in Blank #7 indicates that the applicant will not be 18 years of age by June 15, 1971, reject the application.
- Blank #10 - The information in this blank should be transferred to the column under "Sex" on the Code Sheet. To indicate a male applicant, use the number "1", and to indicate a female use the number "2". If no indication of sex is found in this blank, reject the application.
- Blank #14 - This blank indicates the post-secondary institution the applicant will be attending during the 1971-72 term. If the blank is not completed, reject the application.
- Blank #20 - Please enter the information in this blank in the column under "Work Preference" on the Code Sheet, using the following number code:
- 1 - Edmonton
 - 2 - Calgary
 - 3 - Southern Alberta
 - 4 - Central Alberta
 - 5 - Northern Alberta
 - 6 - No Preference Indicated

2. Census Division System

The Census Divisions of Alberta divide the province into population densities. The Corps attempted to use the divisions in such a way as to have the same number (percentage) of persons from a Census Division working for the Corps as that division represented the percentage of the total population of the province.

The Census Division System was also used indirectly as a means of placing the student as close to his or her location preference as possible.

All applicants were assigned a Census Division number according to the Division of their permanent or home address. The applications were then placed in a central file according to the Census Division numbers.

A map dividing the province into Census Divisions was used - See Appendix #10. Appendix No. 10A and 10B will show the locations of all major projects throughout the province.

The disadvantages of the system were as follows: (a) Not all applications were received by the original close-off date, therefore locating the applicants proved to be difficult and furthermore allocating them to a specific Census Division was very difficult to say the least. (b) The Corps was not as widely advertised as it should have been, as a result most of the applications were received from C.D. 11 (Edmonton) and most of the positions initially were assigned to persons from this division. This also posed problems insofar as assigning according to preference was concerned.

3. Inventory Card System

The purpose of the inventory card system was to give the Corps office staff a readily available account of each applicants work history with the Corps, and to enable the staff to easily locate any individuals file.

The procedure followed with each individual's card was as follows:

(a) complete all information on the face of the card -

Name _____ Assignment Location _____

Date application received _____

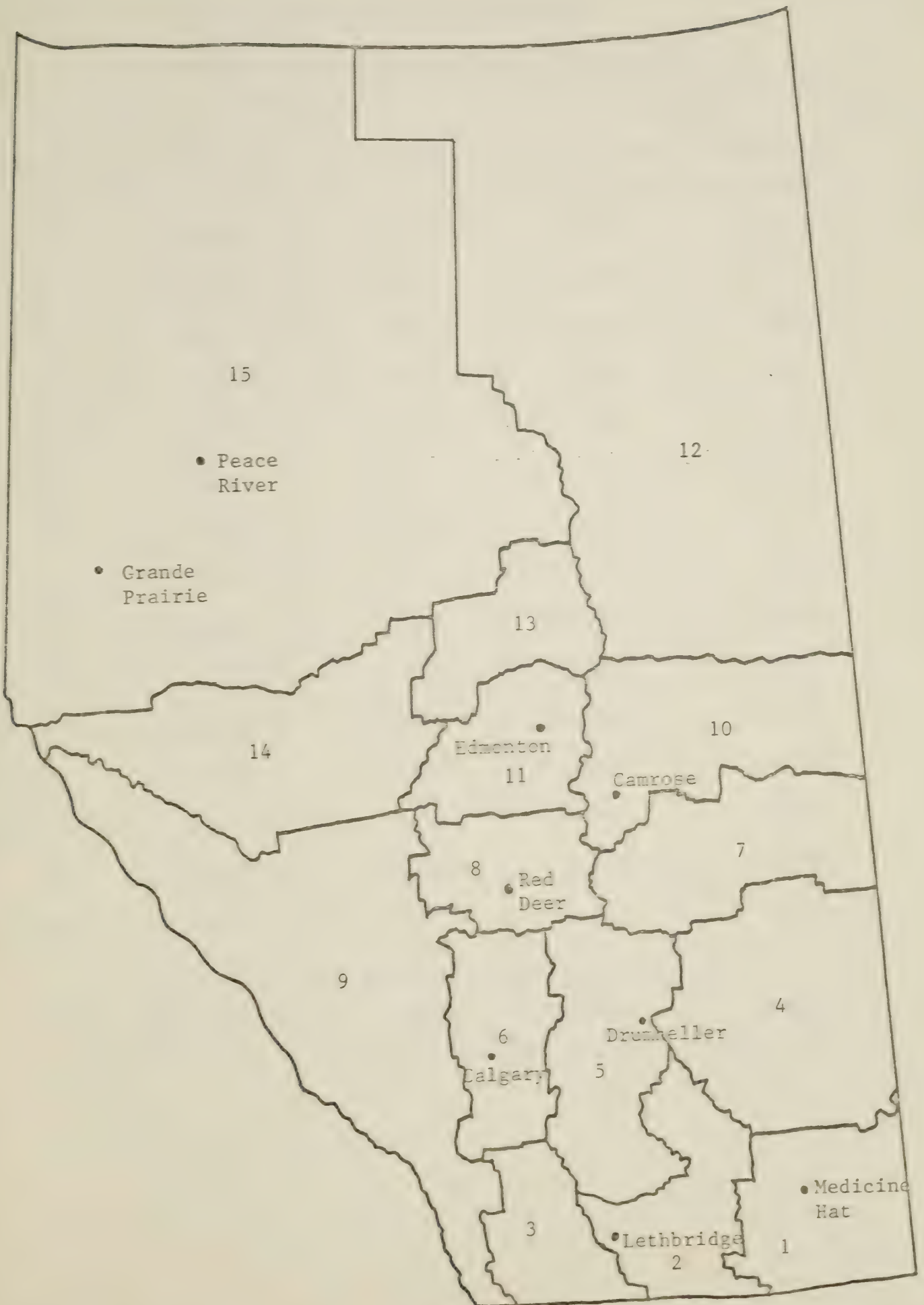
Birth date of Applicant _____ Age _____

Address (home or permanent) _____

Accepted offer: date _____

Employee number _____

Name and address of next of kin: _____

CENSUS DIVISIONS OF ALBERTA

PROVINCE OF ALBERTADivisional Centres of Population

* Dominion Bureau of Statistics Projection Only

Division No.	1966		1969	
	Population	Percentage	Population*	Percentage
1	38,858	2.655	38,000	2.434
2	82,719	5.653	83,000	5.317
3	29,592	2.022	31,000	1.985
4	14,224	0.972	14,000	0.896
5	35,987	2.459	37,000	2.370
6	369,140	25.228	420,000	26.905
7	40,833	2.790	40,000	2.562
8	83,912	5.734	85,000	5.445
9	18,195	1.243	17,000	1.089
10	70,211	4.798	67,000	4.292
11	476,053	32.534	518,000	33.183
12	50,635	3.460	52,000	3.331
13	44,142	3.016	44,000	2.818
14	20,358	1.391	21,000	1.345
15	88,344	6.037	94,000	6.021
TOTAL	1,463,203	99.992%	1,561,000	99.993%

- (b) Complete all information on back of card, and to keep an accurate account of any communication received on the applicant, such as: the age of the applicant and date he would be available checked and initialled; after the applicant was assigned to a position, the location of his assignment was typed on the upper right corner of the front of the card and again recorded on the back along with the date he was to report; any further communication such as cancellations, information received (medical certificate, questionnaire, travel claim).

All cards were kept in a central file and filed alphabetically. The only problems encountered with the inventory card system were due to the fact that the system was not incorporated until early in July, whereas the program had been in effect since the end of April.

This system should definitely be continued in an amended form in further Corps operations.

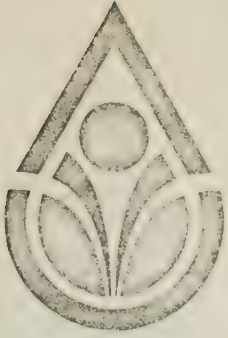
4. Eligibility List

We found it necessary to draw up an eligibility list of applicants as a result of an influx of applications in June. Students were placed on the list according to when their application was received by this office. No preferences were made in regards to male over female when drawing up the list, nor were there any preferences made in the case of University or Technical School students over high school students.

All applicants on the list then received letters advising them of their positions on the list. As the positions came available the next person on the list was to be chosen.

In many cases, however, we were forced to by-pass girls in favour of assigning boys to forestry crews. No regard was, or could, be made for location preferences. As positions became available, regardless of where that position was the next person on the list was assigned.

Because of the fact that boys were chosen over girls, the entire purpose of the list was destroyed. In future it may be advisable to draw up an eligibility list according to male-female categories, census division categories, or the like. See Appendix 11.



Alberta Ecology Corps

Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

June 18, 1971

Dear Applicant:

Your application for employment with the Alberta Ecology Corps has been received and you have been placed on the list of those eligible for placement. If you wish your name removed from the eligible list for any reason, please advise this office in writing. You will be removed from the eligible list only if you are found to be ineligible, if you refuse an assignment, if you are found to have been placed under a separate application to the Corps, or if you request that your name be removed.

Your numerical ranking on the eligible list is indicated by the number appearing at the lower right corner of this letter.

Applicants will be placed in numerical order in the few remaining available positions. Those applicants not placed immediately will be retained on the eligible list for assignment to any position vacated during the course of the summer.

Thank you for your interest in the Corps.

Sincerely,

L. G. de Vore
Executive Director

Ranking on Eligible
List as of June 17



Alberta Ecology Corps

Financial Building
10621 - 100 avenue
Edmonton, Alberta
473-3267

12

Applicant:

This letter is to advise you that you have been selected for service in the Alberta Ecology Corps, and is a valid offer of employment.

Terms of this offer are:

Employment will begin on the date selected by the Corps and shall be assured by both parties through August 31, 1971, contingent upon satisfactory performance and a review of your references. (You will be advised of your specific work assignment as soon as possible, and will receive a list of personal gear you will require.)

Employment will be at the location or locations assigned by the Corps. Initial assignment will be made at the location preferred by the applicant where possible.

Salary will be \$250 per month, and the employee is required to work a 40 hour average week, (Some weeks may be longer or shorter, e.g. some crews may work 10 consecutive days followed by 4 days off.)

Room and board will be subsidized at \$3.00 per day.

Applicants accepting Corps employment offers must be available at their listed place of residence pending assignment, and must be available to begin work not more than one week following the end of their school term or on 72-hours notice, whichever is later.

All applicants, prior to beginning employment, must bring the following documents to the job site:

- Birth certificate, landed immigrancy card, or visitor's visa and work permit valid through August 31, 1971
- Student ID card for the 1970-71 term.
- Doctor's statement certifying that the applicant's health is sufficient for general outdoor labour on a 40 hour per week basis.

All applicants prior to beginning employment, must complete and submit Government of Canada form TD-1 "Employee's Tax Deduction Return", which will be provided at the job site.

Please mark the enclosed card indicating your acceptance or non-acceptance of this offer, the card, and return it as soon as possible.

Wish you the best success during your service with the Corps.

Sincerely,

L. G. de Vore
Executive Director

I _____
PRINT NAME

☐ DO ACCEPT YOUR OFFER OF EMPLOYMENT

☐ DO NOT ACCEPT YOUR OFFER OF EMPLOYMENT

SIGNATURE

Placement of Applicants.

1. Employee numbers assigned (by computer) in random order and master list compiled. The list was divided first into census divisions and then into male-female categories (see selection procedure).
2. All eligible applications placed in central file in numerical order.
3. The number of students to be selected from each census division was determined on a percentage basis according to Census division population representation. Sixty percent of the total selected were to be male, the other 40% female.
4. All applicants were screened (by computer) prior to being put on the list (to ensure eligibility) but were rechecked upon selection of applications.
5. All eligible applicants (from those pulled from central file) were sent offer letters, and "accept" cards which were to be returned within five days. See Appendix 12
6. The date the offer was sent was recorded on the application along with the Census division number of the applicant. These applications were then placed in a file in alphabetical order according to Census division numbers.
7. Upon receipt of the "accept" cards, same was attached to application and application placed in appropriate file - as to;
 - (a) If applicant did not accept offer, the application was placed in the cancelled file (alphabetically ordered)
 - (b) If applicant accepted offer of employment the application was placed in an available file - alphabetically according to Census division number.
8. Copies of approved projects were received and a separate file made for each project. Students were assigned to particular projects (considering location preference where possible) and assignment letters sent to the applicant. Assignment letters told the applicant: name and location of project to which he was assigned; to whom he was to report; equipment required; and any other pertinent information regarding transportation, Alberta Ecology Corps policy, etc. See Appendix 12A and 12B.



Alberta Ecology Corps

Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

** Please notify us by telephone
(call collect) of your acceptance
or non-acceptance of this offer,

Thank you

Further to your acceptance of a summer position with the Alberta Ecology Corps....

Your initial assignment will be to the _____
at _____, Alberta.

You are asked to report to _____
at _____ a.m., _____, 1971, where your duties will be explained to you and
arrangements will be made for your lodging.

You will be required to present the following documents to the supervisor of the project on
which you will be working, so that he may properly complete your pay and tax statements....

- Birth certificate, landed immigrancy card, or visitor's visa and work permit valid
through August 31, 1971
- Student ID card for either the 1970-71 term, or notification of acceptance to a
post-secondary educational institution on a full-time basis for the upcoming
1971-72 term
- Statement written and signed by a registered physician certifying that your health is
sufficient for general outdoor labour on a 40-hour per week basis

PLEASE BRING ALL OF THE ABOVE WITH YOU WHEN REPORTING FOR WORK, AS YOU WILL NOT BE ALLOWED
TO BEGIN WORK AND WILL NOT BE LISTED ON THE EMPLOYMENT ROLL WITHOUT ALL OF THE ABOVE
DOCUMENTS!

You should bring the following gear for your own use:

- Sleeping bag, or other bedding
- Work shirts and pants (preferably denim or heavy cotton)
- Heavy work socks
- Windbreaker or heavy sweater, and raincoat
- Work boots, preferably steel-toed safety boots
- Moccasins or other casual footwear
- Leather work gloves
- Casual attire for off-duty hours
- Towels and facecloth
- Personal gear such as tooth brush, comb, sewing or mending kit, shaving gear, etc.

To prevent damage, all clothing and personal equipment should be packed in a duffel bag or
pack sack, NOT IN A SUITCASE.

FIREARMS OF ANY KIND ARE PROHIBITED, AND POSSESSION WILL RESULT IN IMMEDIATE DISCIPLINARY
ACTION.

If you cannot accept this assignment, or cannot meet one or more of its requirements, please
contact this office as soon as possible at 423-3267 in Edmonton.

Sincerely,

L.G. de Vore,
Executive Director.

IMPORTANT INFORMATIONPLEASE READ

Transportation to and from the Job Site

Employees are required to find their own way to the job site by the time and date indicated on their job assignment letter.

The Alberta Ecology Corps will, however, reimburse the employee for the cost of his transportation from his residence to the job site at the beginning of the season, and from the job site back to his residence at the end of the season, if the employee works the whole season. Reimbursement will be made as an addition to the employee's final cheque, and will not be available prior to issuance of the final cheque.

The exact wording of the Order-in-Council authorizing the payment of transportation reads as follows: (referring to the employee)

- 4(2)(c) A member of the Corps shall be paid after he (or she) successfully completes the work season, the cost of transportation by the most economic means
- (i) from the place where he was enrolled as a student in Alberta or his place of normal residence in Alberta to the site of his initial employment, and
 - (ii) from the site of his (or her) employment at the end of the work season back to the place where he was so enrolled or resided.

Means of Support to be Supplied by Student UNTIL first cheques are issued

Salaries and room and board subsidies will be payable every two weeks. Because of the logistics of handling the pay vouchers for 1,300 employees, an additional one to two weeks will elapse between the end of a pay period and receipt of the appropriate cheque by an employee.

Therefore, employees should bring sufficient funds with them to provide for their room, board, and incidental expenses for at least three weeks, until their first cheques are in their hands. It is recommended that funds over and above incidental expenses should be in the form of personal or traveler's cheques, to protect against loss.

This does not mean that the student will receive less room and board funds than he spends (up to the maximum authorized). It does mean that room and board funds will not be issued in advance, but only on a reimbursement basis.

* IF YOU ARE UNABLE TO REPORT TO WORK ON THE DATE SCHEDULED, PLEASE CONTACT
THE OFFICE TO WHICH YOU ARE TO REPORT AND ARRANGEMENTS WILL BE MADE...

9. A list of those students assigned to each respective project was typed in quadruplicate. The list included:

Name of Project

Location of project, time and date to report, and name of supervisor to which to report.

Names of Students

Name	Employee Number
Address	

10. Copies of above letter as follows:

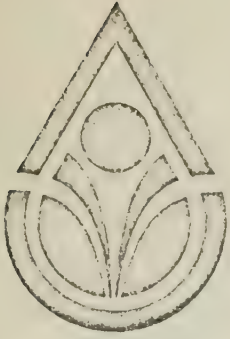
1. to be attached to project file
2. to be sent to Mr. McCallum
3. to be placed in A.E.C. central file
4. to be sent to project supervisor.

11. After the inventory card system came into effect, any information concerning the above was recorded on the cards.

12. Information regarding employees, claim forms, policies, etc. sent to project supervisors.

Variations

1. At one point it became necessary rather than send out offers of employment, to either contact the applicant by phone, or to send offers and assignments at the same time.
2. All of those who had initially made application were offered employment thus discounting the need to select applications on a percentage basis.
3. Any applications received after the date, which were ineligible for employment with the Corps because of (a) age, (b) education, or (c) residence, were sent regret letters as per Appendix 13, 13A and 13B.
4. The original close-off date for applications was set at April 10, 1971. Any applications received after this date were termed ineligible and a letter of regret due to lateness of application was sent, Appendix 14. Applications were opened again in the latter part of April and all those who had previously been sent "too-late" letters were sent letters asking them to advise us if they were still interested in employment, Appendix 14A. Those responding were placed on "available" list and positions assigned to them.
5. Students requesting applications were sent same along with an information sheet regarding salary, job location, etc. See Appendix 15 and 15A.



Alberta Ecology Corps

Financial Building
10621-100 avenue
Edmonton, Alberta
423-3267

-Age-

Dear

Thank you for your interest in the Alberta Ecology Corps, and your application for employment with the Corps.

We regret to inform you, however, that your application indicates you are not eligible for service in the Corps, in that you do not meet the requirement that you be 18 years of age prior to the date you would be commencing employment.

We do find your interest in the ecology of the province to be highly commendable, and urge you to continue your efforts to find a way to combine summer employment with an ecologically beneficial and personally satisfying contribution to the world we all share.

We wish you the best success in your efforts this summer and in the future.

Sincerely,

L. G. de Vore,
Personnel Director.

LGdeV/mb



Alberta Ecology Corps

Financial Building
10621 - 100 Avenue
Edmonton, Alberta
423-3267

- Education -
- &
- Resident -

Dear

Thank you for your interest in the Alberta Ecology Corps, and your application for employment with the Corps.

We regret to inform you, however, that your application indicates you are not eligible for service in the Corps, in that you do not meet the requirement (a) that you be a full-time post-secondary student
(b) that you be a legal resident of the province.

We do find your interest in the ecology of the province to be highly commendable, and urge you to continue your efforts to find a way to combine summer employment with an ecologically beneficial and personally satisfying contribution to the world we all share.

We wish you the best success in your efforts this summer and in the future.

Sincerely,

Corps Director



Alberta Ecology Corps

Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

Further to your inquiry concerning the Alberta Ecology Corps...

As you may know, the Corps was established this Spring, and will provide approximately 1,300 summer jobs for students interested in the quality of our Alberta environment. Most of the jobs funded by the Corps will begin about May 1, 1971.

Because of the limited time until the actual beginning of work on Corps projects, and the need to advise selected students of the acceptance of their applications, it was necessary to cut-off the receipt of applications effective April 10, 1971.

Thus your inquiry of _____, 1971, was received too late to be considered for projected 1971 Corps jobs.

Thank you again for your interest, and best success in your endeavor to combine summer employment with your interest in Alberta's ecological future.

Sincerely,

L. G. de Vore,
Executive Director.



Alberta Ecology Corps

Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

Dear

Further to your previous inquiry about the Alberta Ecology Corps.....

In recognition of the need for still greater effort to protect our environment and fight student unemployment, the Government of Alberta has recently authorized expansion of the Corps beyond its previous 1,300 student limit. As a result, the Corps is reopening applications on a limited basis to accommodate those students who had requested applications after the April 10, 1971, cutoff and are thus already in our file of interested citizens.

If you would still like to work with the Corps and meet the qualifications in the attached information sheet, please do whichever of the following is appropriate:

If you have already completed an application form and mailed the form to us, notify us by mail or phone (423-3267 in Edmonton) that you are still interested and indicate the date you will be available for placement.

If you have not filled out an application form, please obtain any application form from the Canada Manpower Center nearest you or your local provincial government office, complete the form, indicate the date you are available, and return the form to us as quickly as possible.

Thank you for your interest and your cooperation.

Sincerely,

L. G. de Vore
Executive Director

ALBERTA ECOLOGY CORPS PROGRAM 1971

The claim form used to obtain reimbursement for allowable costs incurred under the Alberta Ecology Corps Program 1971 must be completed in the following manner:

Heading - Name of Municipality.

- Period for which reimbursement of costs is claimed. The periods employed should conform to those set out in Schedule A attached.
- Brief project description of the project for which reimbursement is being claimed as it appears in the agreement entered into with The Alberta Ecology Corps.
- Project number as shown in the agreement (submit a separate claim form for each project).
- Claim number - a sequential number for each claim submitted for the project.

In the various columns of the claim form enter:

Column (1)

- The name and initials of each Alberta Ecology Corps member assigned to the project named in the heading.

Column (2)

- The Social Insurance Numbers of the members concerned. Where a member upon commencement of employment indicates that he (or she) has not previously applied for a Social Insurance Number or does not know his (or her) Social Insurance Number ensure that a Form S1 (Schedule B attached) is completed and forwarded to the offices of the Alberta Ecology Corps.

Column (3)

- A brief description of the nature of work upon which each member was employed for the period.

Column (4)

- The number of hours that each member was employed or available for employment during the period (see Schedule A attached). Remuneration at the agreed rate of \$250 per month is dependent upon a member working 40 hours each week. Where during a week a member lost time through no fault of his own (sickness, etc.) every effort should be made to allow the member concerned to work additional hours in subsequent weeks equivalent to the number of hours lost. This will be the only circumstance under which reimbursement will be made for time worked in excess of 40 hours a week and in such cases reference must be made on the claim form to the pay period where the member was paid for less than 40 hours.

Column (5)

- No entry is necessary as the fixed rate of pay has been preprinted for convenience (see Note 1 on claim form).

Column (6)

- The amount earned by each member calculated by multiplying the number of hours shown in column (4) by the rate shown in column (5).

Column (7)

- Canada Pension Plan deductions applicable.

Column (8)

- Other wage deductions which prove necessary. Such a deduction could be for Income Tax where a member has indicated that he (or she) is taxable. Upon commencement of employment each member must complete a Form TDI (Schedule C attached) which upon completion must be forwarded to the offices of the Alberta Ecology Corps. It is anticipated that in most cases due to the fact that maximum earnings including living allowances will not exceed allowable Income Tax exemptions members will not be liable to income tax during 1971 (Exemption Claim for Casual, Seasonal or Part-Time Employment). Members should be advised of this situation when presented with TDIs for completion. However notwithstanding this advice if a member states that he (or she) will be taxable the applicable income tax deduction will be entered in this column and suitably identified (see Note III on claim form). In the event that there are multiple "other" deductions enter such deductions on successive lines of the claim form.

Column (9)

- The amount of net earnings which is the amount arrived at in column (6) less any applicable deductions in columns (7) and (8).

Column (10)

- The number of days applicable to the calculation for either "living allowances" or "room and board" reimbursement. If during a period a member lived at home, lived away from home and subsequently was provided with room and board the claim form would show the number of days applicable to each situation on successive lines of the claim form in order that the three separate calculations could be clearly shown. Note the comments on the claim form under Note II and Schedule A attached.

Column (11)

- The rate to be used - see Note II on the claim form.

Column (12)

- The total "living allowance" payable for the period. This amount is the result of multiplying the number of days (column (10)) by the rate (column (11)). An amount will only be shown in this column when the allowance is payable to a member.

Column (13)

- The number of the municipality's cheque by which payment for wages and living allowance was made to the member concerned.

Column (14)

- The combined amount paid for the period for both wages and living allowance. This will be the total of the applicable line items as shown in columns (9) and (12).

Column (15)

- The signature of each member indicating that the wages, living allowances and room and board have been received.

Column (16)

- The total of room and board for which reimbursement is being claimed. The amount entered in this column is the result of multiplying the number of days (column (10)) by the rate (column (11)). An amount will only be shown in this column when there is to be a reimbursement to the municipality for room and board provided.

General

The claim form summary is self explanatory in that it shows the totals from the various columns as indicated by the figures shown in brackets. Comments on the items concerned are as follows:

- A) The total of items shown in column (6).
- B) The total of items shown in column (7). Although column (7) indicates deductions made from the employee this total is used for the employer's contribution as these amounts are identical.
- C) The total of items shown in column (12).
- D) The total of items shown in column (16).

Payments for necessary travel will be covered by "Transportation Claim Forms" to be circulated to members at a later date. Municipalities will not be reimbursed for such payments unless special permission for such action is given by the Director of the Program.

The certificates required on the claim form will consist of that of the foreman or timekeeper at the site of the project who will have been charged with direct supervision of the Alberta Ecology Corps members concerned and the Secretary-Treasurer of the municipality.

Claims forms will not be accepted unless properly certified and fully completed as to all necessary detail.

Submit duly completed claim forms (original and first copy) to:

Alberta Ecology Corps,
Room 415,
Natural Resources Building,
109 St. and 99 Ave.,
EDMONTON, Alberta.

SCHEDULE A

ALBERTA ECOLOGY CORPS

SCHEDULE OF WAGES (BEFORE DEDUCTIONS)
AND LIVING ALLOWANCES FOR PAY PERIODS
MAY 1, 1971 - AUGUST 31, 1971

					W A G E S	LIVING ALLOWANCES	
						@ \$1.50	@ \$3.00
May	1 - May	5	24 HRS.	@ \$1.442	\$ 34.61	\$ 4.50	\$ 9.00
"	6 - "	19	80 "	" 1.442	115.36	21.00	42.00
"	20 - June	2	80 "	" 1.442	115.36	21.00	42.00
June	3 - "	16	80 "	" 1.442	115.36	21.00	42.00
"	17 - "	30	80 "	" 1.442	115.36	21.00	42.00
July	1 - July	14	80 "	" 1.442	115.36	21.00	42.00
"	15 - "	28	80 "	" 1.442	115.36	21.00	42.00
"	29 - August	11	80 "	" 1.442	115.36	21.00	42.00
August	12 - "	25	80 "	" 1.442	115.36	21.00	42.00
"	26 - "	31	32 "	" 1.442	46.14	9.00	18.00
			696 HRS.	TOTAL	\$1,003.63	\$181.50	\$363.00

THE ABOVE ARE MAXIMUM AMOUNTS PAYABLE TO ALBERTA ECOLOGY CORPS EMPLOYEES FOR THE PERIOD MAY 1, 1971 TO AUGUST 31, 1971. FOR EACH HOUR THAT AN EMPLOYEE IS NOT AVAILABLE FOR WORK WHICH CAUSES THE NUMBER OF HOURS FOR A PAY PERIOD TO BE LESS THAN THOSE INDICATED ABOVE GROSS WAGE PAYMENTS WILL BE DECREASED BY \$1.442.

FOR EACH WORKING DAY THAT AN EMPLOYEE IS ABSENT FROM AN ASSIGNED PROJECT WITHOUT LEAVE LIVING ALLOWANCES WILL BE DECREASED BY \$1.50 OR \$3.00 WHICHEVER IS APPLICABLE.

SCHEDULE B

APPLICATION FOR A SOCIAL INSURANCE NUMBER APPLICATION FOR REPLACEMENT OF LOST SOCIAL INSURANCE NUMBER CARD

(CHECK ONE BLOCK ONLY)

☐ (DO NOT WRITE IN THIS SPACE)

PRINT IN DARK INK OR USE TYPEWRITER

INFORMATION GIVEN HERE MUST BE ACCURATE

FIRST NAME				MIDDLE OR OTHER NAME				PRINT LAST OR FAMILY NAME			
DATE OF BIRTH: Day Month Year				DO NOT WRITE IN THIS SPACE				<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">3</div> <div>LAST OR FAMILY NAME AT BIRTH: SAME AS ABOVE <input type="checkbox"/> OR</div> </div>			
SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">5</div> <div>YOUR MAILING ADDRESS IS:</div> </div>		(Number and Street)		(City, Town, Village)		(Zone)		(Province)	
PLACE OF BIRTH:				(City, Town, Village)		(County or District)		(Province, State, Territory)		(Country)	
MOTHER'S LAST OR FAMILY NAME AT HER BIRTH:								<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">8</div> <div>FATHER'S FIRST NAME:</div> </div>			
A) HAVE YOU EVER BEFORE APPLIED FOR A SOCIAL INSURANCE NUMBER?				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW				B) HAVE YOU EVER RECEIVED A SOCIAL INSURANCE NUMBER CARD? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW			
DATE OF THIS APPLICATION:				<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">11</div> <div>MARITAL STATUS:</div> </div>		<div style="display: flex; justify-content: space-around;"> <div>MARRIED <input type="checkbox"/></div> <div>SINGLE <input type="checkbox"/></div> <div>OTHER <input type="checkbox"/></div> </div>					
SIGN HERE DO NOT PRINT OR TYPE				<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">13</div> <div>IF MARK (an X) USED AS SIGNATURE IN 12, HAVE TWO WITNESSES SIGN HERE</div> </div>		Signature of First Witness		Signature of Second Witness			
OUR EMPLOYER'S NAME IS:								<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">15</div> <div>DO YOU REQUIRE AN UNEMPLOYMENT INSURANCE BOOK?</div> </div>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
OUR EMPLOYER'S ADDRESS IS:				(Number and Street)		(City, Town, Village)		(Zone)		(Province)	
								<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">17</div> <div>DO NOT WRITE IN THIS SPACE</div> </div>			

IF YOU ALREADY HAVE A SOCIAL INSURANCE NUMBER CARD, DO NOT COMPLETE THIS APPLICATION (Français au verso)

EMPLOYEE'S TAX DEDUCTION RETURN

SCHEDULE C

REV 70

- Complete and file one copy of this return with your employer
 - (a) when you commence employment, or
 - (b) within seven days of any change affecting your personal exemptions.
- If you do not file this return, as required, income tax will be deducted as though you were a single person without dependants.
- Do not claim a child or other dependant whose net income for the year will exceed \$950.
- Net income of your spouse or dependants includes any pension or supplement under the Old Age Security Act or any similar Act of a province, and benefits under the Canada or Quebec Pension Plan.

Last name (Print)										Social insurance number									
First name and initials																			
Address (If present address is temporary, give permanent address only)										Date of birth									
Address of spouse										Day Month Year									

for Personal Exemptions

Personal Exemption

▶ \$ 1,000

Exemption—You may claim \$500 if you are 70 years of age or over.

▶ \$

or Equivalent Exemption—If applicable, check ☒ and claim only one of these 5 items.

If your spouse's net income, while married, will exceed \$1,250 in the year, you may not claim this exemption.

and supporting spouse

whose net income for the year, while married, will not be over \$250.

Claim \$1,000

whose net income for the year, while married, will be over \$250 but not over \$1,250.

\$ 1,250

Less: spouse's net income \$

Claim \$

divorced, separated or widow(er) and supporting

a wholly dependent child under age 21, or any age if infirm or in full-time attendance at a school or university.

Provide details below and claim \$1,000

a wholly dependent person related by blood, marriage or adoption and living in a dwelling maintained by you.

Provide details below and claim \$1,000

a relative wholly dependent on you and one or more other persons living in a dwelling maintained by you and such other persons. (You may claim here only if it has been agreed that no other person will claim for the same dependant or in respect of the same dwelling.)

Provide details below and claim \$1,000

s of Dependant

Name and address of dependant

Relationship to you

Estimated Annual Net Income \$

If a child, state age, and if over 21, state school attended or whether infirm

tion for Wholly Dependent Children

may be claimed for wholly dependent son, daughter, grandchild, niece or nephew under age 21 or any age if in full-time at a school or university or if infirm. A niece or nephew may be claimed only if (a) you have complete custody and control or (b) the child resides in Canada and also the mother is a widow or is separated or divorced and does not receive alimony allowance for the child's maintenance, or the father is mentally or physically infirm. Provide details below and claim \$300 for who will be under age 16 at the end of the year and \$550 for each child who will be age 16 or over at the end of the year.

Dependent child for whom an of \$1,000 has been claimed in item 3 also be claimed here if the child in a dwelling wherein you full-time servant. If you do, state same below.

Name of child (Attach list if space is insufficient)	Relationship to you	Estimated Annual Net Income	Year of birth	If over 21, state school attended or whether infirm
		\$		

Y \$
Y \$
Y \$
Y \$

tion for Other Dependants

(A) Parents, Grandparents, Brothers or Sisters (including in-laws)

(B) Aunts or Uncles Resident in Canada (including in-laws)

tails below and claim estimated amount to be spent in support of each dependant up to a maximum of \$300 for each who will be under age 16 at the end of the year or \$550 for each dependant who will be age 16 or over at the end of the other person also contributes to the support of a dependant listed here, the combined amount claimed by you and such other st not exceed the maximum of \$300 or \$550 mentioned above. No claim may be made here for (a) a dependant over 0 is not mentally or physically infirm (unless that dependant is a brother or sister in full-time attendance at a school or or (b) a dependant in respect of whom you have claimed an exemption of \$1,000

Name and address of dependant (Attach list if space is insufficient)	Relationship to you	Dependant's Net Income in year	Year of birth	Estimated amount you will spend in support of dependant	If over 21, state school attended or whether infirm
		\$		\$	

Y \$
Y \$
Y \$
Y \$
Y \$

Personal Exemptions

ution Fees by Students Only — (Ask your District Taxation Office for further information)

aim

tion Claim for Casual, Seasonal or Part-time Employment — (Valid for current calendar year only)

ust be completed by an employee who is receiving pay at a rate that is subject to tax deduction but who claims exemption tal income (including free board and lodging) from all sources for the full calendar year will be less than the total per- options claimed. No claim may be made here by a person not resident in Canada for the whole year unless his income r in Canada will be less than his exemptions apportioned to the period of residence in Canada.

ome to date this year from all sources

Y \$

imated income for remainder of year from all sources

Y \$

al estimated income from all sources

Y \$

ication

CERTIFY that the information given in this return is true, correct and complete to the best of my knowledge and belief

Date

19

It is a serious offence to make a false return.

g: An employer should refer a form TD1 containing doubtful statements to the District Taxation Office. Any person who knowingly accepts a form TD1 containing false

PROCEDURES GOVERNING PERSONNEL ADMINISTRATION AND MANAGEMENT IN THE
ALBERTA ECOLOGY CORPS

Issued by order of the Honorable J. Donovan Ross, Minister, Department of
Lands & Forests, pursuant to O.C. # 692/71

APPLICATION

- 1.1 The following regulations apply exclusively to employees of the Alberta Ecology Corps who are employed by the Corps as regular staff, and do not apply to members employed by Ministerial Order as support staff.

APPOINTMENT

- 2.1 Employees of the Alberta Ecology Corps shall be recruited and appointed by the Executive Director of the Corps in accordance with such principles and manners as the Director may prescribe, subject to review and revision by the Management Committee and approval by the Minister.

SALARY ADMINISTRATION

- 3.1 Employees of the Alberta Ecology Corps shall be paid on the basis of bi-weekly pay periods subject to satisfactory performance, in accordance with such principles and manners as the Administrative Accountant may prescribe, subject to revision and review by the Management Committee and approval by the Minister.
 - 3.1.1. Employees of the Corps employed by Departments of Government or their branches, or by private organizations, shall be paid directly by the Corps.
 - 3.1.2. Employees of the Corps employed on approved municipal projects shall be paid by the municipality in which they are working.
 - 3.1.3. Employees shall be paid at the rate of \$1.442 per hour for time worked, to a maximum of 80 hours per pay period.

VACATION LEAVE - HOLIDAY PAY

- 4.1. Employees of the Alberta Ecology Corps subject to these procedures shall earn no entitlement to vacation leave or holiday pay during their term of service.

SICK LEAVE

- 5.1. Employees of the Alberta Ecology Corps subject to these procedures shall earn no entitlement to sick leave during their term of service.

STATUTORY HOLIDAYS AND OCCASIONAL LEAVE

- 6.1 Employees of the Alberta Ecology Corps subject to these procedures shall be eligible to receive the following statutory holidays with pay:

Victoria Day
Dominion Day

or such other day in lieu thereof where a statutory holiday falls on a Saturday or Sunday.

- 6.2 Pay granted to an Alberta Ecology Corps employee for a statutory holiday on which he did not work shall for all purposes be deemed wages.

HOURS OF WORK

- 7.1 Hours of work shall be established by the supervisor of each project job site, subject to review and revision by the Executive Director of the Corps.
- 7.2 Employees of the Alberta Ecology Corps subject to these procedures shall not be eligible for paid overtime, but shall be granted straight time off in lieu of overtime worked, except that where the completion of a day's assigned work requires, employees may be required by their immediate supervisor to work up to $\frac{1}{2}$ hour overtime immediately following their regular working hours without entitlement to time off in lieu of said $\frac{1}{2}$ hour.

ATTENDANCE

- 8.1 The Administrative Accountant of the Alberta Ecology Corps shall prescribe the manner in which Corps employees subject to these procedures shall register their attendance, including the appropriate deductions for lateness and absence, subject to review and revision by the Management Committee and approval by the Minister.

ALBERTA HEALTH CARE

- 9.1 Employees of the Alberta Ecology Corps subject to these procedures shall be responsible for payment of their own Alberta Health Care Insurance Corporation premiums, if any; said premiums not to be subsidized by the Corps.

PUBLIC SERVICE PENSION ACT

- 10.1 Employees of the Alberta Ecology Corps subject to these procedures shall not qualify for coverage under the Public Service Pension Act or the Local Authorities Pension Act.

CONDUCT AND DISCIPLINE

11.1 The maintenance of discipline at each project job site rests with the supervisor of that project.

11.2 When it is proposed to

suspend an employee for a specified period of time as a disciplinary measure; or

dismiss an employee for cause,

and the employee is assigned to a project under the direct purview of a department of Government, the project supervisor shall give the employee notice in writing as to the reasons for his suspension or dismissal, sending a copy of the notice to the Executive Director of the Corps, and such suspension or dismissal shall be effective upon delivery of notice to the employee.

11.3 When it is proposed to

suspend an employee for a specified period of time as a disciplinary measure; or

dismiss an employee for cause,

and the employee is assigned to a project under the purview of a municipality, county, improvement district, other public body or private organization, the project supervisor shall advise the employee in writing that he is recommending said disciplinary action, sending a copy of such written advice to the Executive Director of the Corps for further action on behalf of the Corps, and said employee shall be suspended with pay effective on delivery of such written recommendation to the employee, pending further action by the Corps.

11.4 Where the Executive Director of the Corps has received in writing the recommendation of any municipality, county, improvement district, other public body, or private organization that an employee assigned to a project under the purview of that body be suspended or dismissed subsequent to 11.3 (above), he shall inquire into the recommendation and the facts behind it and, upon conclusion of his investigation and subject to revision & review by the Management Committee and approval by the Minister, shall

confirm the suspension of the employee; or

dismiss the employee; or

take such other action as shall settle the matter and is equitable and appropriate, advising both the employee and the body recommending disciplinary action of his decision in writing,

such decision to be effective on the date established by the Executive Director.

- 11.5 An employee of the Alberta Ecology Corps subject to these procedures who is suspended or dismissed prior to the end of working hours on any work day, shall be paid for that day.
- 11.6 An employee of the Alberta Ecology Corps subject to these procedures who is suspended or dismissed on any day other than a work day, shall be paid through his last previous work day.

PAYMENT OF SUBSIDIES

- 12.1 Employees of the Alberta Ecology Corps subject to these procedures shall be paid on the basis of bi-weekly subsidy periods coinciding with their bi-weekly pay periods, in the manner prescribed by the Administrative Accountant, subject to review & revision by the Management Committee and approval by the Minister.
 - 12.1.1 Employees of the Corps employed by departments of Government or their branches, or by private organizations, shall be subsidized for room & board directly by the Corps, as per O. C. # 692/71.
 - 12.1.2 Employees of the Corps employed on approved municipal projects shall be subsidized for room & board by the municipality in which they are working, as per O. C. # 692/71.

REIMBURSEMENT OF TRAVEL EXPENSES

- 13.1 Employees of the Alberta Ecology Corps subject to these procedures shall be reimbursed for their travel expenses to and from the job site at the end of the work season, as per O. C. # 692/71.

CONFIDENTIALITY

- 14.1 Any employee of the Alberta Ecology Corps subject to these procedures whether he has subscribed to the official oath included in the Public Service Act or not, who without due authority makes known or discloses any matter which comes to his knowledge by reason of his employment, shall be liable to suspension or dismissal.

INTERPRETATION

- 15.1 Where a dispute arises as to the application or intent of these procedures, the matter shall be referred to the Executive Director for submission to the Minister.



Alberta Ecology Corps

Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

15 A

March 31, 1971

TO ALL APPLICANTS:

Thank you for your inquiry regarding the Alberta Ecology Corps. This program was established both to provide long-term recreation, conservation and environmental improvements and to create opportunities for students to obtain meaningful summer employment. Ecology Corps projects are not 'make work' projects, but are designed to be of long-term benefit. Planned projects include the development of four new provincial parks, the building and improvement of numerous campsites, reforestation, municipal parks development, landscaping, development of hiking trails, and similar programs.

In order to maintain equity in selection, we are asking that you complete the enclosed Application Form and return it postmarked not later than April 10, 1971.

SALARY

Each Corps member, regardless of work assignment or sex, will receive a monthly salary of \$250, plus free room and board at the work site. The salary was established following discussions between government and student leaders, who overwhelmingly supported a rate which would satisfy student assistance requirements, as well as provide a maximum number of jobs.

JOB LOCATIONS

Job sites will be spread throughout the province, in both rural and urban settings. Applicants are asked to express location preferences, but because of the need for equity in the selection process and the problems of job-site logistics, no applicant will be assured of assignment to a preferred locale.

HEALTH

Prior to beginning service, each applicant selected for the Corps must provide a doctor's certificate stating that the applicant's health is sufficient for general outdoor labour.

ELIGIBILITY CRITERIA

- a full-time, post-secondary student during the 1971/72 term
- 18 years of age
- free to begin assignment within one week of the close of your current school term (technical school students have a longer school year than college students)
- a resident of Alberta, which includes students registered in school in Alberta during the 1970/71 term or students registered in post-secondary schools outside of Alberta who are legal residents of Alberta
- eligible to work in Canada (please indicate in the "Comment" section of the Application Form if you are a landed immigrant or visitor holding a work permit)

NOTIFICATION

Application processing may require two weeks. All applicants will be notified of results either by registered letter or telephone.

INQUIRIES

General telephone inquiries can be directed to 423-3267, Edmonton. For specific personnel questions, request Mr. L. G. DeVore, Personnel Director, Alberta Ecology Corps.

Thank you for your co-operation. We look forward to receiving your application.

C.2 RECOMMENDED IMPROVEMENTS WITHIN THE FLOW PLAN

Eligibility List

1. Separate - Male - Female
 - Project Preference or
 - Census Divisions
2. Begin list at beginning of the year.

Employee Number System

This system should be continued but with some modification. It is hoped that the program will be underway long before the dead-line for applications, and as a result all applications can be coded immediately.

The following should be considered, however:

1. In the event that the municipalities have the responsibility of hiring their own personnel, the coding system should be such that it can be used within municipality procedures.
2. Employee numbers used by the Corps should be used by all departments so as to keep up the purpose of identification.
3. Students should be made aware of their own employee number and use the number on all correspondence within the Corps jurisdiction.

Inventory Card System

1. Printed cards
2. Change of order of information as below:

Name (Mr.) _____	Location of Assignment _____
(Miss) _____	Date Received _____
(Mrs.) _____	Accepted Offer _____
Permanent Address _____	Accepted Assignment _____
Telephone No. _____	
Birth Date _____ Age _____	
Employee No. _____	
Name and Address of Next of Kin _____	

3. Stamps:
 - Cancelled
 - Ineligible
 - Disciplinary Action
4. Coloured cards to distinguish males and females.

SUGGESTED FLOW PLAN

- a) Check application to ensure applicant meets all requirements.
- b) Type inventory card and record on card that person is eligible.
- c) If ineligible, stamp and place in central file
- d) Determine census division number and put on file
- e) Determine preferences, screen application. Place applicant in appropriate eligibility file under census division, according to date available (Parks, Forest Crews, Government Depts., Municipalities)
- f) Send offer letter and appropriate yellow "accept" or "do not accept" card.
- g) Upon receipt of card, type in date applicant accepted and place in appropriate location preference file (as above)
- h) Send assignment letters plus white (colored) accept or do not accept assignment card, and place in appropriate assignment file.
- i) In the event applicant does not accept either offer or assignment, stamp with "cancel" stamp and put in central file (Type location assigned in appropriate place)
- j) Record date applicant accepts employment in appropriate place on front and put date to report. Type in location of assignment in upper corner.
- k) Any further correspondence should be recorded on back of card.

SUGGESTED APPLICATION FORM CHANGES

The office staff felt the following changes should be made in the Alberta Ecology Corps Application.

1. More space allocated for the transmittal. During the 1971 season we were forced to attach a separate sheet for this purpose, which did not prove satisfactory.
2. Replace "student address" with "permanent address". In several instances applicants neglected to put home address, and it was impossible to contact them at their student address. Also we had difficulty deciding which of the two addresses the student wished to be contacted.
3. A space should be provided for Name and Address of Next of Kin. It was to be written on the students file card, but was not indicated on the application. This is necessary in cases where parents are to be contacted, and needless time is lost without this information.

4. Post-secondary changed to educational as many do not understand the meaning of post-secondary. Also, grade 12 is considered by the Corps as being post-secondary, but in actuality it is not.
 5. What applicants were to put under "year" was misleading as evidenced by the occasional "1971-72" entry. This should be replaced by "last year completed Grade 11, 12, 1, 2, 3, 4". This will give us some indication of the year the applicant is entering.
 6. Section 14 should be placed in a more conspicuous location on the application, possibly after part 15 "Education".
 7. A place for High School Education should be included.
 8. "Date of Availability" should be placed after the education section. This information can help staff in placement of applicant and also in notifying employer when applicant will commence work.
 9. No. 16 "Previous Employment" should not necessarily have any specification - any employment should be listed.
 10. In Section 20, the word "one" should be underlined, several persons checked two or more preferences.
 11. Section 22 - typing speed and driver's license should be included under Special Skills.
 12. "Do you have a work permit?" Asking this will save a great deal of trouble insofar as assigning students without a permit goes.
- See Appendix 16.



GOVERNMENT OF ALBERTA

Alberta Ecology Corps

APPLICATION FOR EMPLOYMENT

TANT: PLEASE READ THIS FIRST —

For prompt consideration, this form must be filled in completely, accurately and and certified as to being true and complete. Submit your application to the Alberta Corps, Financial Building, Edmonton, Alberta.

If you require additional space for any item, use a separate sheet of paper of size and attach it to this form.

After submitting an application, the applicant should refrain from making follow-up You will be notified as soon as possible.

Please notify us of all changes of address. If you can't be reached at the addresses our application will be withdrawn.

Appendix 16

DO NOT WRITE HERE
DATE RECEIVED
CANDIDATE'S No

LAST OR FAMILY NAME	2. FIRST AND OTHER NAMES
Permanent address	4. HOME ADDRESS Name and Address of Next of Kin STREET No CITY Telephone

PHONE	6. AGE	7. DATE OF BIRTH	8. HEIGHT	9. WEIGHT
CHECK ITEMS WHICH APPLY TO YOU: SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEX M <input type="checkbox"/> F <input type="checkbox"/>			11. IF YOU ARE A MARRIED WOMAN, GIVE MAIDEN NAME	
HOW LONG HAVE YOU RESIDED IN ALBERTA?			13. HOW MANY CHILDREN DO YOU HAVE? HOW MANY PEOPLE DEPEND ON YOU FOR SUPPORT?	

NAME OF educational INSTITUTION THAT YOU WILL BE ATTENDING THIS FALL? gr. 11, 12
PROGRAM (This section to be placed after education) last completed YEAR 1, 2, 3, 4,

EDUCATION	STARTED	LEFT	NAME & LOCATION	SUBJECTS SPECIALIZED IN	DEGREE OBTAINED
GE					
ICAL SCHOOL					
RSITY					
GRADUATE COURSES					
gh School					
SSIONAL OR OTHER					

Date of Availability

PREVIOUS EMPLOYMENT		DATE	
PP	OR REGULAR OR CANADIAN ARMED SERVICES	FROM	TO
BOYER	LOCATION	SALARY	

OF WORK

BOYER	LOCATION	SALARY	FROM	TO

OF WORK

7. REFERENCES

NAME	ADDRESS	OCCUPATION	TELEPHONE	SIGNATURE OF REFERRER
1				
2				

SIGNATURE OF REFERRER IS ADEQUATE. NO WRITTEN STATEMENT IS NECESSARY.

8. WERE YOU EVER IN THE PROVINCIAL CIVIL SERVICE? YES ☐ NO ☐
IF YES, STATE DEPT. AND DATE OF LEAVING.

9. HAVE YOU EVER BEEN CONVICTED OF OFFENCES OTHER THAN MINOR TRAFFIC VIOLATIONS? YES ☐ NO ☐
IF SO, PLEASE GIVE DETAILS

10. DO YOU HAVE A PREFERENCE FOR THE LOCATION OF YOUR JOB? YES ☐ NO ☐
IF YES, CHECK ONE OF THE BOXES BELOW

URBAN	<input type="checkbox"/> EDMONTON	RURAL	<input type="checkbox"/> SOUTHERN ALBERTA
	<input type="checkbox"/> CALGARY		<input type="checkbox"/> CENTRAL ALBERTA
			<input type="checkbox"/> NORTHERN ALBERTA

WHAT IS THE GENERAL STATE OF YOUR HEALTH AT PRESENT?
PLEASE GIVE DETAILS ON ANY IMPAIRMENT OR PHYSICAL DEFECT
(ACCEPTED YOU WILL BE REQUIRED TO SUBMIT A MEDICAL STATEMENT BEFORE YOUR WORK ASSIGNMENT BEGINS).

GIVE INFORMATION HERE ABOUT ANY SPECIAL SKILLS: ^{Typing} MACHINES OR EQUIPMENT OPERATED; LICENSES HELD, ETC. (INCLUDE ARMED SERVICES TRAINING), AND ANY RELATED EXPERIENCES TO THIS POSITION, SUCH AS WORK WITH VOLUNTARY CONSERVATION OR ENVIRONMENTAL AGENCIES

Typing speed

Driving license

Do you have a work permit

DECLARATION

I certify that the statements made by me in this application are true and complete to the best of my knowledge and belief, and are made in good faith. I understand that if any of these statements are untrue, this application may be rejected or my appointment to a position cancelled.

.....
(DATE)

.....
(SIGNATURE OF APPLICANT)

COMMENTS:

ESTIMATED EXPENDITURE AS AT SEPTEMBER 27, 1971

2,000,000 AS AUTHORIZED BY O.C. 689/71

FOR EMPLOYMENT PROGRAMS FOR ECOLOGICAL AND ENVIRONMENTAL IMPROVEMENT

PROJECT NAMES	AMOUNT APPROPRIATED	ESTIMATED EXPENDITURE	BALANCE
axing Authorities	\$936,845.00	\$543,952.15	\$392,892.85
Department of the Environment	32,809.00	13,819.42	18,989.58
Department of Agriculture	74,800.00	51,528.46	23,271.54
Department of Social Development	43,520.00	26,074.47	17,445.53
Department of Municipal Affairs	11,935.00	10,984.51	950.49
Department of Industry & Tourism	154,200.00	131,494.00	22,706.00
Department of Lands & Forests:			
Forestry	202,575.00	130,103.41	72,471.59
Parks	86,675.00	61,532.56	25,142.44
Fish & Wildlife	108,541.00	84,823.38	23,717.62
Control	348,100.00		348,100.00
TOTALS	\$2,000,000.00	\$1,054,312.36	\$945,687.64

820,000 AS AUTHORIZED BY O.C. 689/71

FOR DEVELOPMENT AND IMPROVEMENT OF PROVINCIAL PARKS AND FORESTS

PROJECT NAMES	AMOUNT APPROPRIATED	ESTIMATED EXPENDITURE	BALANCE
Forestry Division	\$460,000.00	\$386,471.07	\$73,528.93
Provincial Parks Division	310,000.00	307,951.25	2,048.75
Fish & Wildlife Division	50,000.00	41,493.36	8,506.64
TOTALS	\$820,000.00	\$735,915.68	\$ 84,084.32

NOTE: It is estimated that further expenditures to March 31, 1972, should not exceed \$100,000.

SECTION III

EXPENDITURE SUMMARY BY PROJECT

PART III EXPENDITURE SUMMARY BY PROJECT

The finalization of the accounting on the program will not be complete until December. As soon as it is completed, an insert will be issued to all those who received reports.



GOVERNMENT OF ALBERTA

Alberta Ecology Corps

APPLICATION FOR EMPLOYMENT

IMPORTANT: PLEASE READ THIS FIRST —

For prompt consideration, this form must be filled in completely, accurately and certified as to being true and complete. Submit your application to the Alberta Ecology Corps, Financial Building, Edmonton, Alberta.

If you require additional space for any item, use a separate sheet of paper of the same size and attach it to this form.

After submitting an application, the applicant should refrain from making follow-up. You will be notified as soon as possible.

Please notify us of all changes of address. If you can't be reached at the addresses on your application will be withdrawn.

DO NOT WRITE HERE	
DATE RECEIVED	
CANDIDATE'S No.	

LAST OR FAMILY NAME		2. FIRST AND OTHER NAMES	
3. PRESENT ADDRESS STREET No.		4. HOME ADDRESS STREET No. CITY	
5. TELEPHONE	6. AGE	7. DATE OF BIRTH	8. HEIGHT
9. WEIGHT		11. IF YOU ARE A MARRIED WOMAN, GIVE MAIDEN NAME	
10. CHECK ITEMS WHICH APPLY TO YOU: SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEX M <input type="checkbox"/> F <input type="checkbox"/>		13. HOW MANY CHILDREN DO YOU HAVE? HOW MANY PEOPLE DEPEND ON YOU FOR SUPPORT?	
12. HOW LONG HAVE YOU RESIDED IN ALBERTA?			
14. NAME OF POST-SECONDARY INSTITUTION THAT YOU WILL BE ATTENDING THIS FALL?			
PROGRAM		YEAR	

EDUCATION	STARTED	LEFT	NAME & LOCATION	SUBJECTS SPECIALIZED IN	DEGREE OBTAINED
15. PRE-SECONDARY					
16. HIGH SCHOOL					
17. UNIVERSITY					
18. GRADUATE COURSES					
19. PROFESSIONAL OR OTHER					

20. PREVIOUS EMPLOYMENT				
21. FULL-TIME OR REGULAR OR CANADIAN ARMED SERVICES			DATE	
22. EMPLOYER	23. LOCATION	24. SALARY	25. FROM	26. TO
27. PART-TIME WORK				
28. EMPLOYER	29. LOCATION	30. SALARY	31. FROM	32. TO
33. OTHER WORK				

17. REFERENCES

NAME	ADDRESS	OCCUPATION	TELEPHONE	SIGNATURE OF REFERRER
1.				
2.				

SIGNATURE OF REFERRER IS ADEQUATE. NO WRITTEN STATEMENT IS NECESSARY.

18. WERE YOU EVER IN THE PROVINCIAL CIVIL SERVICE? YES ☐ NO ☐
IF YES, STATE DEPT., AND DATE OF LEAVING.

19. HAVE YOU EVER BEEN CONVICTED OF OFFENCES OTHER THAN MINOR TRAFFIC VIOLATIONS? YES ☐ NO ☐
IF SO PLEASE GIVE DETAILS

20. DO YOU HAVE A PREFERENCE FOR THE LOCATION OF YOUR JOB? YES ☐ NO ☐
IF YES CHECK ONE OF THE BOXES BELOW

URBAN ☐ EDMONTON
☐ CALGARY

RURAL ☐ SOUTHERN ALBERTA
☐ CENTRAL ALBERTA
☐ NORTHERN ALBERTA

21. WHAT IS THE GENERAL STATE OF YOUR HEALTH AT PRESENT?
PLEASE GIVE DETAILS ON ANY IMPAIRMENT OR PHYSICAL DEFECT
IF ACCEPTED YOU WILL BE REQUIRED TO SUBMIT A MEDICAL STATEMENT BEFORE YOUR WORK ASSIGNMENT BEGINS).

22. GIVE INFORMATION HERE ABOUT ANY SPECIAL SKILLS: MACHINES OR EQUIPMENT OPERATED: LICENSES HELD, ETC. (INCLUDE ARMED SERVICES TRAINING, AND ANY RELATED EXPERIENCES TO THIS POSITION, SUCH AS WORK WITH VOLUNTARY CONSERVATION OR ENVIRONMENTAL AGENCIES

DECLARATION

I certify that the statements made by me in this application are true and complete to the best of my knowledge and belief, and are made in good faith. I understand that if any of these statements are untrue, this application may be rejected or my appointment to a position cancelled.

(DATE)

(SIGNATURE OF APPLICANT)

COMMENTS:

PROJECT NO. _____ CLAIM NO. _____

[illegible]

I HEREBY CERTIFY THAT EACH ALBERTA ECOLOGY CORPS MEMBER WHOSE NAME APPEARS HEREON HAS WORKED OR BEEN AVAILABLE FOR WORK FOR THE NUMBER OF HOURS SET OPPOSITE HIS (OR HER) NAME.

I HEREBY CERTIFY THAT WAGE AND LIVING ALLOWANCE PAYMENTS HAVE BEEN MADE AND ROOM AND BOARD SUPPLIED AS INDICATED ON THIS CLAIM FORM IN CONNECTION WITH ALBERTA ECOLOGY CORPS PROJECT NO. _____ AND THAT THESE PAYMENTS WERE IN ACCORDANCE WITH THE TERMS OF THE AGREEMENT ENTERED INTO WITH THE ALBERTA ECOLOGY CORPS RELATING TO SUCH PROJECT.

(FOREMAN OR TIMEKEEPER ETC.)

SECRETARY-TREASURER

CLAIM SUMMARY

A. GROSS WAGES-TOTAL AMOUNT EARNED (6) _____

B. CANADA PENSION PLAN-EMPLOYERS CONTRIBUTION 7 _____

C. LIVING ALLOWANCES PAID (12 _____)

D. ROOM AND BOARD SUPPLIED FOR WHICH REIMBURSEMENT IS CLAIMED. (16 _____)

TOTAL CLAIMED \$ _____

NOTE:

I
II
III

WAGE PAYMENTS ARE TO BE CALCULATED AT \$1.442 PER HOUR ON BASIS OF 40 HOURS PER WEEK. THIS IS EQUIVALENT TO RATE OF \$250 PER MONTH AS AUTHORIZED BY THE ALBERTA ECOLOGY CORPS PROGRAM, 1971.

LIVING ALLOWANCE PAYMENTS ARE TO BE PAID AT THE RATE OF \$1.50 PER CALENDAR DAY WHEN HE (OR SHE) IS LIVING AT HIS (OR HER) NORMAL PLACE OF RESIDENCE OR \$3.00 PER CALENDAR DAY WHEN HE (OR SHE) IS NOT LIVING AT HIS (OR HER) NORMAL PLACE OF RESIDENCE EXCEPT WHERE HE (OR SHE) IS BEING PROVIDED WITH ROOM AND BOARD AT THE SITE OF HIS OR HER EMPLOYMENT. THE COST OF ROOM AND BOARD WHEN PROVIDED SHALL BE REIMBURSED AT THE RATE OF \$3.00 PER CALENDAR DAY PER MEMBER TO THE MUNICIPALITY PROVIDING SUCH ROOM AND BOARD.

DEDUCTIONS. CANADA PENSION PLAN DEDUCTIONS WILL APPLY TO ALL MEMBERS. IN MOST INSTANCES IT IS ANTICIPATED THAT MEMBERS' EARNINGS WILL NOT BE SUBJECT TO INCOME TAX AND THAT THIS WILL BE INDICATED ON THEIR T.D.1 FORMS. HOWEVER, IN THE EVENT THAT A MEMBER DECLARES THAT HE (OR SHE) WILL BE TAXABLE THE APPLICABLE AMOUNT OF INCOME TAX DEDUCTION BASED ON THE TOTAL OF "AMOUNT EARNED," AND "LIVING ALLOWANCE FOR ROOM AND BOARD PROVIDED" WILL BE ENTERED IN THE DEDUCTION COLUMN HEADED "OTHER" AND IDENTIFIED BY THE LETTER "T.1". UNEMPLOYMENT INSURANCE AND WORKMEN'S COMPENSATION DEDUCTIONS AND PAYMENTS DO NOT APPLY TO ALBERTA ECOLOGY CORPS MEMBERS. MEMBERS AS EMPLOYEES OF THE PROVINCE ARE AUTOMATICALLY COVERED FOR WORKMEN'S COMPENSATION.

PROJECT _____
DESCRIPTION _____

MUNICIPALITY-

PERIOD FROM-_____197 TO _____197

PROJECT NO. _____ CLAIM NO. _____

TOTALS

I HEREBY CERTIFY THAT WAGE AND LIVING ALLOWANCE PAYMENTS HAVE BEEN MADE AND ROOM AND BOARD SUPPLIED AS INDICATED ON THIS CLAIM FORM IN CONNECTION WITH ALBERTA ECOLOGY CORPS PROJECT NO. _____ AND THAT THESE PAYMENTS WERE IN ACCORDANCE WITH THE TERMS OF THE AGREEMENT ENTERED INTO WITH THE ALBERTA ECOLOGY CORPS RELATING TO SUCH PROJECT.

(FOREMAN OR TIMEKEEPER ETC.)

SECRETARY-TREASURER

CLAIM SUMMARY

A. GROSS WAGES - TOTAL AMOUNT EARNED (6) _____

B. CANADA PENSION PLAN - EMPLOYERS CONTRIBUTION (7) _____

C. LIVING ALLOWANCES PAID (12) _____

D. ROOM AND BOARD SUPPLIED FOR WHICH REIMBURSEMENT IS CLAIMED. (16) _____

TOTAL CLAIMED \$ _____

NOTE:

WAGE PAYMENTS ARE TO BE CALCULATED AT \$1.442 PER HOUR ON BASIS OF 40 HOURS PER WEEK. THIS IS EQUIVALENT TO RATE OF \$250 PER MONTH AS AUTHORIZED BY THE ALBERTA ECOLOGY CORPS PROGRAM, 1971.

LIVING ALLOWANCE PAYMENTS ARE TO BE PAID AT THE RATE OF \$1.50 PER CALENDAR DAY WHEN HE (OR SHE) IS LIVING AT HIS (OR HER) NORMAL PLACE OF RESIDENCE OR \$3.00 PER CALENDAR DAY WHEN HE (OR SHE) IS NOT LIVING AT HIS (OR HER) NORMAL PLACE OF RESIDENCE EXCEPT WHERE HE (OR SHE) IS BEING PROVIDED WITH ROOM AND BOARD AT THE SITE OF HIS (OR HER) EMPLOYMENT. THE COST OF ROOM AND BOARD WHEN PROVIDED SHALL BE REIMBURSED AT THE RATE OF \$3.00 PER CALENDAR DAY PER MEMBER TO THE MUNICIPALITY PROVIDING SUCH ROOM AND BOARD.

DEDUCTIONS. CANADA PENSION PLAN DEDUCTIONS WILL APPLY TO ALL MEMBERS. IN MOST INSTANCES IT IS ANTICIPATED THAT MEMBERS' EARNINGS WILL NOT BE SUBJECT TO INCOME TAX AND THAT THIS WILL BE INDICATED ON THEIR T.D.1 FORMS. HOWEVER, IN THE EVENT THAT A MEMBER DECLARES THAT HE (OR SHE) WILL BE TAXABLE THE APPLICABLE AMOUNT OF INCOME TAX DEDUCTION BASED ON THE TOTAL OF "AMOUNT EARNED", AND "LIVING ALLOWANCE" OR "ROOM AND BOARD PROVIDED", WILL BE ENTERED IN THE DEDUCTION COLUMN HEADED "OTHER" AND IDENTIFIED BY THE LETTERS (I.T.). UNEMPLOYMENT INSURANCE AND WORKMEN'S COMPENSATION DEDUCTIONS AND PAYMENTS DO NOT APPLY TO ALBERTA ECOLOGY CORPS MEMBERS. MEMBERS AS EMPLOYEES OF THE PROVINCE ARE AUTOMATICALLY COVERED FOR WORKMEN'S COMPENSATION.

SECTION IV
RECOMMENDATIONS TO IMPROVE THE ALBERTA ECOLOGY CORPS

- A. CHANGE OF NAME
- B. UPDATE STARTING DATE
- C. SALARY AND ROOM & BOARD ALLOWANCES
- D. SYSTEM OF LOCAL GOVERNMENT PROJECT APPLICATION
- E. DISTRIBUTION OF POLICY HANDBOOK
- F. SUPERVISORS ALLOWANCE
- G. SCOPE OF THE CORPS BROADENED
- H. GENERAL MEETINGS

RECOMMENDATIONS TO IMPROVE THE ALBERTA ECOLOGY CORPS

This section covers the major recommendations that, if implemented, will improve the operation of the program. For a first attempt the program was a success but improvements are needed to make the program even more effective.

A. CHANGE OF NAME

The title of the program, The Alberta Ecology Corps, has proven to be a poor choice. The name should be changed from the Alberta Ecology Corps to the Alberta Student Employment Corps. Students and project supervisors alike have requested the title change. The reason being that the main aim of this program was to stimulate student employment and secondly to improve the environment of the province.

Through the course of the summer we have found it very difficult to keep all employees gainfully employed on projects which are directly related to the ecological standards. For example, in the month of June this year the province as a whole experienced a very wet weather pattern and outside work was impossible or at least very difficult. In order to keep the students active, indoor work was scheduled and most of this was not of an ecological nature. Also the local governments were not prepared for the students, therefore supplies and equipment were not always available to complete or start ecology work or in many cases the local governments were unable to estimate just how much work the students were capable of completing and as a result the projects were completed well ahead of schedule leaving the students with no ecological work. The Corps allowed local governments to keep the students active on other projects rather than lay the students off. The aim of the program should be the student employment incentive foremost with secondary aims.

B. UPDATE STARTING DATE

The starting date should be set as soon as possible (by the end of November 1971). In order to organize and improve the program a reasonable amount of planning must be done. Planning at the Provincial Government level, the Local Government level, the Corps Administration and last but not least the individual student level. Screening of applications for

projects as well as students is essential in the interest of the program. Since local governments budget on a calendar year basis they must have advanced notice so they can budget for materials and supplies needed for the various projects.

If a program is to continue next season and so indicated by November, this will give the Corps Administration the opportunity to co-ordinate activities with any other program that may be implemented by the Federal Government.

C. SALARY AND ROOM & BOARD ALLOWANCES

This past season a wage rate of \$250.00 per month (\$1.44/hr.) was paid all corps members and a board allowance of \$3.00 per day on a 7 day week basis was paid to corps employees who did not live in a camp situation.

If the program is continued the following guidelines would be worth considering: 1) Establishing the program at an earlier date so that applicants wishing to live in a camp situation could, and those wishing to live in a small town and work for a local government would also have that option.

- 2) Increasing the wages to \$285.00 per month plus 6% holiday pay and a room and board allowance of \$75.00 per month.

The total income as compared to this year would then be:

	<u>1971 Season</u>	<u>Proposed 1972 Season</u>
Wages	{ \$250.00/month { 1.44.2/hr.	{ \$285.00/month { 1.64/hr.
Holiday Pay	nil	16.30 (@6%)
Room & Board	<u>90.00/month</u>	<u>75.00/month</u>
TOTAL INCOME	<u>\$ 340.00/month</u>	<u>\$ 376.30/month</u>

This would be an increase of \$36.30 per month over last years salary.

D. SYSTEM OF LOCAL GOVERNMENT PROJECT APPLICATION

Application for a project would be made to the Corps Director (See proposed application form, Section IV, Outline D - 1.) This application would indicate: 1) The number of students required

- 2) The period of employment (i.e. proposed stage system)
- 3) Project or work to be undertaken

- 4) A list of students which would be willing to comply with the corps regulations, qualify under the corps standards and are approved by the project supervisor.

The application of the projects would be approved under the above conditions and if any of the stated conditions are violated the program could be cancelled by an officer of the Corps.

E. DISTRIBUTION OF POLICY HANDBOOK

The policy handbook would be an aid to all students and supervisors in that all major policies and regulations would be defined. With this information at hand discussions will be made, for the most part, at the field level rather than through the corps office.

The major policies which should be clearly defined by the Management Committee would be as discussed in Section IV, Outline A - 3.

F. SUPERVISORS ALLOWANCE

If requested by the project applicant, a supervisor may be supplied by the Corps. Wages of such a supervisor would be governed by duties and responsibilities of the position.

The project application may also request a subsidiary allowance to assist in supplying a local supervisor. This subsidy could be paid to a project in the form of a percentage grant over and above the applicants allowance.

Proper supervision on the job site was one of the major weak points in this years operation. In order to receive value for the money spent, proper supervision must be supplied.

G. SCOPE OF THE CORPS BROADENED

As stated in recommendation 'A', if the name of the program is changed the entire concept of the program would be altered. The ecology aspect is very difficult to adhere to since the main objective of the program should be to stimulate student employment and have secondary objectives.

I feel that the onus should be on the project applicant to, wherever possible, keep the ecology of the province uppermost in the objective of his work load assignments.

Projects which are not ecologically oriented but are important to the province should also be evaluated. For example the project carried out by

the Department of Health & Social Development proved very worthwhile not only to the students employed but to the departmental personnel and general public alike. The Department of Industry & Tourism project has fared as well and yet is not in the original ecological objectives.

Besides these major projects noted, in all projects there is almost always a period of time when ecological work is stopped due to the bad weather, early completion of projects, lack of supplies and materials or breakdown of equipment. With this in mind there is no reason why the project scope could not be broadened to take in worthwhile projects not included in the ecological keynote.

H. GENERAL MEETINGS

Once the program continuation is confirmed, meetings with the following should be arranged in order to obtain feelings and thoughts from those who will actively be involved in the program.

- 1) Labour Unions
- 2) Students (as many as possible)
 - a) Universities
 - b) Technical Schools
 - c) Colleges
 - d) High Schools
- 3) Local Governments
- 4) Provincial Departments
- 5) Opportunities for Youth Programs

Throughout this report recommended changes are noted. The foregoing recommendations are the major ones which should receive the attention of the Management Committee if the project is continued.

SECTION V
PROPOSED OPERATIONAL PLAN FOR 1972

A. ADMINISTRATION

1. Management Committee Organization
2. Corps Office Organization
3. Policy Circular Outline

B. STUDENT POSITIONS

1. Stage System

C. PROJECT GUIDELINES

1. Corps Objectives
2. Policy as to Projects Approved

D. PROJECT APPLICATION FORMS

1. Local Government
2. Provincial Departments

E. ESTIMATED COST OF THE PROGRAM

A. ADMINISTRATION

1. Management Committee Organization

The management committee system used this past season should definitely be continued if the corps is continued. The committee should meet on an as needed basis to set up policy and objectives, such as, student standards, project standards and corps objections. Meeting midway through the program, and at the program's conclusion would be in order as an evaluation of the program's progress. See organizational chart - Appendix No. 17.

2. Corps Office

The administration of the program would fall on the Corps Director under supervision by the Deputy Minister in whose department the program is controlled. The corps administration staff would in turn work with liaison representatives from each department or department branch. Meetings within this framework would be and should be more frequent than that of the management committee. Control of the corps would be relatively smoother than this year. See Corps Organizational Chart - Appendix No.18.

3. Policy Circular Outline

A policy circular should be drafted and supplied to all Ecology Corps Project Supervisors. Policy in regard to the following should be listed and explained in detail so that decisions can, for the most part be made at the crew level.

1. Wages

- a. Corps members
- b. Support staff - cooks
- c. Support staff - supervisors (where applicable)

2. Room and board
3. Hours of work
4. Paid holidays
5. Periods of work
6. Travel allowance for members to and from assigned areas
7. Sick leave
8. Holiday pay
9. Accidents
 - a. on the job
 - b. off hours
10. Transfers
11. Disciplinary action resulting in
 - a. Dismissal
 - b. Transfers
 - c. Suspension without pay
 - d. Suspension with pay
12. Policy as to benefits regarding wet weather conditions or adverse weather conditions.

MINISTER

M. C. M.

M. C. M.

M. C. M.

M. C. M.

M. C. M.

M. C. M.

CORPS DIRECTOR

STAFFING OFFICER

CORPS OFFICER

CORPS OFFICER

CORPS OFFICER

LIAISON

LIAISON

LIAISON

Agr.-H&S.D.-I&T-ENV.Parks-Forest.-F.&W.-Pub.Cities-Town-M.D.'sLegend

M.C.M.	-	Management Committee Member
Agr.	-	Agriculture
H&S.D.	-	Health & Social Development
ENV.	-	Environment
Forest.	-	Forestry
F&W.	-	Fish & Wildlife
Pub.	-	Publicity
M.D.'s	-	Municipal Districts

ORGANIZATION OF THE ALBERTA ECOLOGY CORPS

A year round staff of five to organize and administrate the Corps. This staff could be used as a Special Projects branch to carry out additional projects in the off season. The remaining staff would be on a "as needed" basis and would be employed to a maximum of 6 months.

In the event that the program should continue under the direction of the Department of Lands and Forests, it will be necessary to increase the staff in the Lands and Forests Accounting branch as well. Mr. McCallum, Administrative Accountant, would make recommendations as to staff requirements if this should be the case.

DIRECTOR

STAFFING OFFICER

STENO IV

* CLERK III	CLERK IV	* CLERK III
* CLK TYPIST	STENO III	* CLK TYPIST
* CLK TYPIST	*CLK TYPIST	* CLK TYPIST
	* CLK TYPIST	*CLK TYPIST
		* CLK TYPIST

* Summer Staff only as needed

2. STUDENT POSITIONS

1. Stage System

The past season an attempt to establish a large number of positions (1300) to commence work on the 1st of May proved to be very difficult to say the least. A more realistic approach to the situation would be to establish a given number of positions (500) on three given dates. For example - if 500 positions were established on May 1st for University students, 500 positions on June 1st for Technical and College students, and 500 positions for High School or anyone in post-secondary education on July 1st, the administration and implementation of such a program would not only be practical but also just.

The figures mentioned (500) are or should not be adhered to the letter but arranged to fit the project applications submitted and the number of student applications received. The arrangement of student numbers would not only allow the administration to distribute positions to students from all post-secondary organizations but also allow the adjustment of positions in the event that economy should increase. This would allow University students, who enter the labour field first, the best chance of finding employment. If the University students are successful in finding employment outside the Corps, then a larger percentage of positions can be allocated to Technical, College and High School students who enter the labour field much later.

The program objectives this year were surpassed in that over 1700 students were employed rather than the 1300 students which was the original objective. Although 1700 student positions were created, a full slate of staff filling these positions was never reached. Reasons for this were: 1) wages were low; 2) students were misled by the catchy title "Ecology Corps" and became disenchanted when they found there was a good deal of hard, dirty, physical labour involved; and 3) the administration at the Corps office was unable to cope with the unexpected heavy rejection of the program in the early stages.

If the proposed stage employment system was implemented the student placement would be spread out over two months. This would allow time to screen students to a suitable standard and allow the administration to inform students as to exactly what they would be doing, a job description. Any, or at least the largest amount of student rejections would come before the students hit the job-sites.

The proposed addition to the project applications allowing project supervisors to recommend students would also help. Students would be screened in this stage by the people they would be working for. The onus then would fall on the students and project supervisors alike in the capacity of employee - employer relations. All such students who were recommended by project supervisors would be subject to Corps approval before employment commenced.

C. PROJECT GUIDELINES

1. Corps Objectives

Government bodies, local or provincial, must submit a proposed project to the Director of the Corps by a specified date. Information advising the local government or provincial department about the program will include the following:

1) Objectives of the Corps are:

- a) to stimulate student employment
- b) maintain and improve the environment of Alberta
- c) perform duties or tasks for Government that would not normally be carried out due to shortage of funds.

2. Policy as to Approval of Projects

a) The employment of Corps students must not jeopardize the jobs of anyone else.

b) Preference will be given to project applications which are in the Conservation - Environment field.

c) All proposed project applications must (if at all possible) provide plans of an indoor type for periods of inclement weather. For example; local governments - maintenance to arenas - recreation facilities in a community. Provincial departments - construction of picnic tables - maintenance to buildings - peeling of posts under shelter, etc.

D. PROJECT APPLICATION FORMS

1. Local Governments

All local government in Alberta will be eligible to make application to the Corps for project approval. The application form proposed is enclosed Appendix No. 19.

2. Departmental Applications

All provincial department branches must make application to the Director of the Corps through the office of their respective Deputy Ministers or appointed representative. The proposed applications will be approved on the basis of compatability to the objectives of the Corps. When making application, departments should endeavour to utilize as much departmental equipment as possible, thus minimizing the overhead cost of the program. Materials and supplies purchased in 1971 should be available and utilized. The enclosed application form should be used in submitting application to the Corps, Appendix No. 20.

GOVERNMENT OF ALBERTA

Alberta Student Employment Corps

(Local Governments)

MUNICIPALITY _____

ADDRESS _____

PRIMARY PROJECT OUTLINE:

SECONDARY PROJECT OUTLINE (Indoor -- Inclement weather)

EMPLOYMENT PERIOD DESIRED

☐ May 1 -- September 1☐ June 1 -- September 1☐ July 1 -- September 1NUMBER OF PERSONS TO BE
EMPLOYED

MALE _____ FEMALE _____

6. PROJECT SUPERVISOR

Name:

Address:

Ph.No:

COST OF MATERIALS (to be supplied
by municipalities)8. SALARY AND ROOM & BOARD COST
(To be supplied by Corps)

LIVING ACCOMMODATIONS AVAILABLE

10.

YES

NO

☐☐

RECOMMENDED STUDENTS:

[illegible]

STUDENTS MUST QUALIFY IN THAT:

A. STUDENTS ARE AVAILABLE FOR WORK AS PER THE PROGRAM OUTLINE.

May 1 -- September 1

June 1 -- September 1

July 1 -- September 1

B. QUALIFY UNDER THE EMPLOYMENT STANDARDS.

1. Age
2. Secondary education
3. Recommended suitable by Local Government
4. Medical from Doctor
5. Canadian citizen, landed immigrant or work permit.

C. IF THE CORPS, THROUGH THE SUMMER INSPECTIONS, FIND PROGRAMS WHICH DO NOT LIVE UP TO THE STANDARDS OUTLINED, THE PROGRAMS ARE SUBJECT TO CANCELLATION BY THE MINISTER _____.

NATURE
L GOVERNMENT OFFICIAL

APPLICATION APPROVED

Corps Director

MINISTER OF LANDS & FORESTS

Project No. _____

GOVERNMENT OF ALBERTA

Alberta Student Employment Corps

(Government Departments)

GOVERNMENT DEPARTMENT _____

BRANCH _____

SPECIFIC LOCATION _____

PRIMARY PROJECT OUTLINE

_____SECONDARY PROJECT OUTLINE (indoor-- Inclement weather)if possible

EMPLOYMENT PERIOD DESIRED

☐ May 1 -- September 1☐ June 1 -- September 1☐ July 1 -- September 1NUMBER OF PERSONS TO BE EMPLOYED
(CREW MEMBERS ONLY)

MALE _____ FEMALE _____

6. PROJECT SUPERVISOR

Name:

Address:

Ph.No:

COOK

Can be hired locally ☐
Corps to supply ☒

8. LIVING ACCOMMODATIONS AVAILABLE

YES ☐ NO ☐

If Camp -- Tent or trailer

COST OF MATERIALS - TRANSPORTATION
CAMPS COSTS ETC.

10. COST OF WAGES AND ROOM & BOARD

WAGES

ROOM & BOARD _____

Subject to the Programs approval

STUDENTS RECOMMENDED FOR THIS PROGRAMS:

NAME	DATE OF BIRTH	ADDRESS	PH.NO.	AVAILABILITY
------	---------------	---------	--------	--------------

STUDENTS MUST QUALIFY IN THAT:

A. STUDENTS ARE AVAILABLE FOR WORK AS PER THE PROGRAM OUTLINE.

May 1 -- September 1

June 1 -- September 1

July 1 -- September 1

B. QUALIFY UNDER THE EMPLOYMENT STANDARDS.

1. Age - 18 on or before starting date.
2. Secondary education- in and continuing
3. Recommended by project overseer.
4. Medical from Doctor.
5. Canadian citizen, landed immigrant or work permit.

C. IF THE CORPS, THROUGH THE SUMMER INSPECTIONS, FIND PROGRAMS WHICH DO NOT LIVE UP TO THE STANDARDS OUTLINED, THE PROGRAMS ARE SUBJECT TO CANCELLATION BY THE MINISTER .

ATURE
MENT OFFICIAL

APPLICATION APPROVED

Corps Director

MINISTER OF LANDS AND FORESTS

E. ESTIMATED COST OF THE PROGRAM

If the economy dictates a need to stimulate student employment, a sliding scale of from 500 - 700 student positions for the three employment periods would be a very good approach. The total number of students would be 1500 - 2250. If the program is limited to 1500 students with wages set at \$285.00 per month, plus 6% holiday pay and room and board allowance, set at \$90.00 per month, the cost would be \$1.8 million and if the program should be expanded to cover the 2250 students, cost for wages, room and board, would be \$2.73 million.

A total budget for a 1500 student program would have to be \$2.8 million and a budget for 2250 students would be \$3.5 million. Considering the transportation allowance, support staff, materials and supplies (for provincial government programs only) and camp rentals as well as equipment rentals, the estimate would also include costs for the administration of the program in the Corps office.

The amount of moneys required for equipment rentals and materials for capital expenditure is impossible to project at this time. Estimates from project applications would have to be used to determine this amount.

SECTION VI
SUMMARY AND CONCLUSION

A. SUMMARY OF PROJECT SUPERVISORS REPORTS - Provincial Departments

1. Department of Lands & Forests

a) Forestry - Bow River

- Crowsnest

- Edson

- Grande Prairie

- Lac La Biche

- Peace River

- Rocky Mountain House

- Whitecourt

b) Provincial Parks

c) Fish & Wildlife

2. Department of Industry & Tourism

3. Department of Health & Social Development

4. Department of the Environment

5. Department of Agriculture

B. SUMMARY OF PROJECT SUPERVISORS REPORTS - Local Governments

C. SUMMARY OF STUDENT QUESTIONNAIRES

1. Local Governments

2. Department of Lands & Forests

a) Forestry

b) Provincial Parks

c) Fish & Wildlife

3. Department of Industry & Tourism

4. Department of Health & Social Development

5. Department of the Environment

6. Department of Agriculture

D. CONCLUSION

SUMMARY AND CONCLUSION

In order to evaluate the program all project supervisors were requested to prepare a brief report on the Corps Program under their supervisors. (See Appendix No. 21 - Report Request) Summaries of these reports are included. For the most part all reports have indicated that the program should be continued.

A. SUMMARY OF PROJECT SUPERVISORS REPORTS - Provincial Departments

Indications are that all departments except for Lands & Forests endorsed the program one hundred percent and would like to see it continued. The Lands and Forests objections came from the Forestry Branch where two forests, out of the eight which participated, did not agree with the program.

1. Department of Lands & Forests - Forestry

BOW RIVER FOREST

Problems - Students reported all day long on the date they were to report resulting in numerous trips to pick them up and wastage of food prepared in camp for the supposed extra crew members.

- Very high turnover of A.E.C. members due to lack of responsibility and low wages paid them. Many complaints of poor living facilities.

- Crews in the bush had trouble commuting to and from main centres on days off.

- The breakdown of trucks, as transportation, resulted in a delay of work while waiting for parts and repairs.

Recommendations - Foremen should be trained ahead of time and recruits should be more suitably briefed.

- Many forest supervisors suggested 8 - 10 hour working days, with 6 days off at a time. Students could return home for a brief holiday and this would give them more time to themselves.

- Regional Ecology Corps offices should be set up so that students need not be sent across the province for employment.

- There should be a varied range of tasks and locations to keep up interest and morale within the crews.

Comments - Program should definitely be continued next season in an amended form. Despite the haste with which the program was set up it appeared quite effective.

- The positive effects of the program far out-stripped the faults.

- Most problems were avoided by handling the crew with due consideration of its constitution. "There is little frustration in riding a slow horse if one is not in a hurry."

- There was some suggestion as to hiring female planting crews.

CROWSNEST FOREST

Problems - Considerably more supervision was required to keep the crews productive since their attitude and ability were inferior.

- The setting up of crews to handle certain tasks, e.g. recreation crew & management crew etc, although unworkable in the field in my opinion was poorly conceived, due probably to each branch endeavoring to get as much cheap labour as they could from the program. This resulted in the crews believing that other crews had the better work to do and dissatisfaction resulted.

- There was too much administrative attention given to the Corps, probably more than all other wage labour activities in the service and the educated university student is quick to interpret this as having political overtones far beyond intent.

Recommendations - The Corps as much as be terminated.

- That money be made available from a special fund set aside in the estimates for hiring labourers to do well defined and essential jobs during the summer.

- The administration of such funds and the procedure of hiring and the supervision of the workers be handled by the forest in the same manner, and at the same rates as any other wage employee employed by the government.

- That restrictions as to the class, type, or physical acceptability of a prospective employee be the sole responsibility of personnel at forest level.

Comments - The program was too quickly conceived resulting in rushed planning, belated instructions and a skeptical approach on behalf of student employees.

- Although the purpose of the formation of the Corps was finally spelled out, every evidence of a give-away program existed which was immediately interpreted as such by the employees.

EDSON FOREST

Problems - The more experienced, better workers on the crew invariably found better work elsewhere, as a result quality of the work deteriorated toward the end of the period.

- Due to the type of work which was generally considered by crew members to be menial, there was a high turnover of personnel.

- Troublemakers among the crew influenced the better workers and reduced the quantity of work completed.

- Too many crew members had no outdoors experience, placing excessive responsibility on the shoulders of the supervisors.

- Insufficient warning received before the arrival of the crew to allow for the location of alternative areas of work and campsites in the event of bad weather.

- Supervisors of poor quality.

Recommendations - Screening of crew members to provide better experienced outdoor types for bush projects.

- Provision for crew foremen, cooks, out of Ecology Corps funds and hiring of these through Central Personnel.

Comments - The program should be continued but on a more optional basis. Rather than notifying a supervisor he has a crew and should find work for it, he should find sufficient work then request a crew. A great deal of time and money was wasted this year trying to provide work when due to weather, or other factors, there was none to be done.

GRANDE PRAIRIE FOREST

Problems - Unreasonable time for initial planning of projects and poor communications as to the original objectives and policies concerning those objectives between head office and the field.

- Incomplete crews were sent and they did not arrive on specific dates. A.E.C. members were showing up at all days of the week and all hours of the day. We only had complete crews for about one week out of the whole summer.

- High turnover of A.E.C. members when they were sent to the field. They really did not have any idea of what was to be expected of them.

- Plastic tents were not intended for extended periods of use and they did not hold up. Commitments for trailer facilities had to be made before the total appropriations were known. Our own trailers were inadequate for more than a five man crew and the \$2.00

per manday was inadequate to rent the necessary trailer facilities. As it turned out, we had a surplus of funds but only because we rarely had complete crews.

- The foremen could not be appointed from crew members as they were neither qualified nor paid enough.

- Boredom and dissension among crew members from doing monotonous non-thinking type of work for extended periods of time, also because some were not suited to the type of work.

- Personnel who were sent out to do office work were not qualified, i.e. could not type, no accounting experience, no experience with maps and complete lack of basic mathematical knowledge.

- Some of the personnel had the impression that this was only a welfare program and showed resentment when they were required to do physical labour.

Recommendations - An orientation, training and screening and placement program of at least one week's duration held in a central location. This would eliminate the casual problems of incomplete crews, high turnover of manpower, and inefficient work due to disinterest.

- Sufficient appropriation to purchase or rent adequate cooking and washing facilities for all field crews. The type of equipment for all field crews should be uniform throughout the province. Scrounging of equipment is not the answer.

- Cooks and foremen must be well qualified and receive a salary commensurate with the services they are asked to render. They can be hired centrally or locally but should have specific qualifications to be approved by a central authority.

- Projects and appropriations should be set up specifically for hire of university, technical schools and high school students and the timing set such that it coincides with their release from their respective institutions. The real employment problem lies with high school students who are unable to obtain jobs because of flooding of the labour market by university and technical students and lack of any specialized training.

- There should be a differentiation in rate of pay for different jobs. This rating should be based on technical and physical requirements necessary to accomplish the job.

Comments - It is my opinion that the Ecology Corps program should be

continued and would be a more efficient program with immeasurable educational and psychological value in addition to the financial value to the students if the above changes were made. I realize that some of them are major and costly, but feel they are necessary in order to achieve worthwhile objectives.

LAC LA BICHE FOREST

Problems - Difficulty was encountered in keeping the students interested in their work for more than short periods of time, it being necessary to change the type of work being done frequently to hold their attention.

- Much damage and expense was encountered in connection with the equipment used, time involved did not allow for proper training, and they were not generally interested in such accomplishments.

- Difficulty in transporting students to and from camp because the project was some 80 miles from the end of normal transportation.

- Confusion over pay periods - should it be possible to pay once a month as is done with salary staff, it would help.

- Some students of well to do parents joined the corps to avoid unpleasant situations at home. Some returned home after a short stay, and some had no intentions of saving their money for furthering their education.

- Of a total of 23 students to report for employment, 10 did not report, 7 stayed to termination of program and 5 lost time because of illness or injury.

Recommendations - The program be continued next year in an amended form to coincide with the aptitude and interests of the students, that competent supervisors be on monthly salary, not by the hour, and that these be provided for well in advance.

Comments - The 2 girls appeared to be happy with their work and were of great help to those with whom they were working.

- A number of boys appeared to appreciate the opportunity, especially the cook who made a good reputation for himself as a cook

worked hard and was very conscientious.

PEACE RIVER FOREST

Problems - Appropriate vehicles were hard to find on short notice, vehicles rented were not satisfactory.

- Some confusion arose from time; members were hired on a monthly basis and paid hourly wages in two week periods; this caused confusion and some hard feelings at time.

Recommendations - More time to arrange for vehicles and accommodations.

- Crew should have one man in charge when formed and pay the foreman an increased wage for his additional responsibility.

Comment - Everyone connected with this particular crew was well satisfied with them, their work, enthusiasm and interest they displayed.

ROCKY MOUNTAIN HOUSE FOREST

Problems - Students indicated they had been informed of different working conditions and headquarters location than used in our Forest Program.

- It was felt quality of employees was somewhat lacking in enthusiasm as most of them felt the program was to keep them out of the cities during the summer. The majority of corps members exhibited a 'take it or leave it' attitude and as a result, it was hard to enforce disciplinary action when required.

- Considerable time was spent training employees with fundamental knowledge of camp living and tools.

Recommendations - The A.E.C. should be terminated - Should social pressures necessitate government employment of students for the forthcoming year, the following comments are noted:

- (a) It is felt the program should be decentralized to the Department and Forestry level, thereby facilitating pre-organization and budgeting.
- (b) Also, it is recommended that applicants are interviewed and subsequently screened before hiring.

WHITECOURT FOREST

Problems - When the crew arrived we had some access trouble due to heavy rains, and it took a week of the crew's time to fix up the road and washouts.

- There was a steady crew shortage problem. When the crew arrived it was short six men, and repeated requests to send replacements was unsuccessful. Their number continuously decreased until

August 22, when only 1 man returned to work. At this time further work was curtailed and the men were returned to their homes.

- The slow progress of the work was due to inadequate manpower, their inexperienced tool handling and possibly disinterest in the work, although the direct supervision of the crew foreman may have been a factor.

Recommendations - In future all applicants receive a detailed description of the job required before assignment to the forest.

Comments - There are opportunities to put crews of this nature to good use in the field of silviculture providing that problems of logistics and supervision can be overcome.

- We are willing to give further consideration to such projects in future years if the Alberta Ecology Corps program is to continue.

1. Department of Lands & Forests - Provincial Parks

Problems - The arrival of new members did not coincide with the beginning of the work period.

- Students were not given enough initial notification as to where they would be going and what they would be doing. Many were not prepared to be transported to the job-site the very first day.

- Better and less cramped quarters, in most cases, could have been provided.

- Chain of command was not presented to supervisors, and an orientation program was not established for supervisors. Also after about a month of work supervisors should be allowed to meet and discuss problems and exchange ideas.

- An alternative work schedule was not provided to keep the crew occupied during inclement weather.

- Duties of the cook were not specifically outlined. Rules as to who cleans the trailers and does the dishes should be laid down uniformly among the crews and adhered to.

Recommendations - This program should be organized much earlier in the year and ready to commence no later than April 30, 1972.

- A more thorough screening of students should take place. Many of the students hired this year had no intentions of going back to school this fall.

- The work scope of the program should be broadened to take in more than capital work projects.

- Room and board in a camp situation should be fully explained before students accept the positions.

- Wages should be raised to about \$300.00 per month and rate differences should be allowed for different jobs done by Corps members. Cooks should be paid same or slightly higher wages than corpsmen.

- Cooks with at least a few years experience would be a real asset. There would be less food wasted and costs could be kept down in purchasing groceries and supplies. No crew member, without professional training, should be allowed to take over a cooks job.

- Tree planting crews in provincial parks should be more stable, and should be assigned to one position or place for not less than 10 working days. This would cut down on moving costs and food costs.

- Most crew members thought that an orientation program at the beginning of the work season would be helpful in that they would know more about what they were doing and why they were doing it.

- Middle aged married couple should be hired as cook and project supervisor.

- Female supervisors for female crews - Male supervisors for male crews.

- Supervisors should be: mature, experienced, understanding and have a good personality.

Comments - Effective changes were instituted by talking in group sessions about any problems or dislikes that occurred on the job.

- "Taking into consideration the apparent success of this years program in spite of the fact that only a short time was allowed for the initial organization and implementation, I feel that it would certainly be advantageous to continue this program next year."

- Girls played a very important part in our maintenance program, and in some areas did a better job than the men.

- "The success of the program in it's first year should be sufficient evidence that it should be continued. The name of the program tends to be a bit confusing and misleading."

1. Department of Lands & Forests - Fish & Wildlife

Problems - Most of the students assigned did not arrive at all and some of the ones that did arrive did not come on the dates specified.

- Sufficient time was not provided to plan and budget programs properly.

- Lack of previous training and job indoctrination of students.
- Lack of proper equipment, especially a vehicle.

Recommendations - Regional employment offices should be set up so students could be placed within given areas.

- Wages and subsistence should be raised.
- Students should be more suitably screened and should be better matched to the jobs they will be doing.
- Students dealing directly with the public should be given employment 'only' with respectable appearance.

Comments - Ecology Corps sounded very much like a make-work program and is little better in principle than a form of student welfare.

- Such a program is very beneficial in that work was done that did not necessarily require full time or experienced personnel but had to be done.

- The system is strongly endorsed, a good deal of useful work was completed this year.

2. Department of Industry and Tourism

Problems - The employment of students with particular personalities was not possible through the Ecology Corps selection system.

- High staff turnover - roughly 60%.
- Wages and subsistence allowances were too low.

Recommendations - Department of Industry and Tourism should be given the opportunity to personally interview and assess the Ecology Corps employees suitability for the project.

- Higher wages and subsistence allowances should be paid.
- Medical certificates, if they are to serve any useful purpose, should be a true representation of each students' physical condition.
- A wage differential should be instituted indicating a difference in responsibilities.

Comments - "The Alberta Ecology Corps was an excellent opportunity to utilize our economy's manpower resources which would normally go unemployed."

- The majority of the students felt that the Ecology Corps summer employment program was of great benefit to them.

3. Department of Health and Social Development

Problems - Lack of communication between Corps and students in so

far as work assignments and what they involved was concerned.

- Slowness in arrival of paycheques.
- Unsuitable employees for work requirements.
- "We encountered a real problem in confidentiality."

Recommendations - Interest and education of student be the criteria for placement bearing in mind job function.

- Project supervisors be involved in selection of employees and agency be allowed to define its job responsibilities.
- Financial procedures involved be thoroughly reviewed, i.e. giving students transportation claim at the beginning of the year.
- Care be taken to ensure programs do not become make-work type of scheme.
- More time given to planning and earlier notice of arrival of students.

4. Department of the Environment

Problems - Late arrival of the first pay-cheques resulted in having to loan the one student I did have working some money to tide him over till pay day.

- Due to circumstances that the pay was very low, the people appointed to the Corps were not very happy, resulting in performance of work below average.

Recommendations - It would be much more suitable to have a student in science assigned to this department than one studying another field of endeavour.

- Wages should be increased.

Comments - The program should be continued under improved organizational conditions.

5. Department of Agriculture

Problems - Lack of consistent communication between Ecology Corps office and the project supervisors.

- Insufficient notice regarding the arrival of new staff.
- Lack of experience and background knowledge of the students in the area to which they were assigned.
- Lack of subsistence in so far as weekend or overnight projects were concerned, or in acquiring additional funds necessary to make the program work effectively.

- Salary was not the same as other employees engaged in similar areas of work. As a result one supervisor stated that he

felt the quality of work produced was not as satisfactory as he would have liked. If students were paid more, the projects would not likely receive the "misfits and leftovers".

Recommendations - Wages should be increased.

- Allow the project supervisors to hire their own staff.
- More effective screening techniques so as to match qualifications to project requirements.
- More notice given to supervisors so they can plan their program accordingly and more notice given to students so they can confirm that they will report as directed.
- Policies and procedures outlined clearly to supervisor and all forms of communication be clear and concise. Possibly some form of direct communication in the form of an informal meeting of supervisors and corps representatives prior to commencement of the project.

Comments - The program was profitable not only from the viewpoint of the students concerned but also from those for whom they were working.

- The program gave students the opportunity to gain experience in their study areas, or to gain a knowledge of some new aspect of agriculture. Besides this it offered them the opportunity to save enough money to enable them to continue their education.

- It was beneficial to the projects in that many of the projects completed by these people would not have been done under normal circumstances.

B. SUMMARY OF PROJECT SUPERVISORS REPORTS - Local Governments

A total of 896 student positions were created under the auspices of the Alberta Ecology Corps for local governments. A total of 182 local governments took part in the program averaging 4.7 students each. Requests were made to each project supervisor to submit a brief outline of work completed, problems encountered and recommendations as to the continuation of the program. The indications are that of a total of 99 reports received, 85% indicated that the program should continue, about 12% of the local governments were undecided as to whether or not the programs as such should continue and about 1% or one local government was against the continuation of the Alberta Ecology Corps.

Problems - Both supervision and wages were inadequate.

- Room and board arrangements were very poor.

Recommendations - The continuation of the program should be announced as soon as possible in order to have the local governments plan the projects accordingly.

- Screening of applicants so that home town students will have the opportunity of working in their own home town if they wish.

- All policy regulations should be forwarded to local governments beforehand so that the communication between the Alberta Ecology Corps and local governments can be minimized.

- Supervisors should be hired from the corps staff.

- A representative should be sent out at the start of the organization of the Corps to inform the municipal governments of what should be done by students and to be used as an aid in project planning and preparation.

C. SUMMARY OF STUDENT QUESTIONNAIRES

The questionnaire which was distributed to each student (see appendix # 22) proved to be an excellent means of receiving information and 'feedback' from the students. The students also indicated that they welcomed the opportunity to express themselves and the Questionnaire Summary (see appendix # 22) shows the feelings of the students towards the continuation of the program.

The questionnaires are summarized by Departments, but since over 650 questionnaires were returned, only the most prevalent comments and recommendations are noted below.

1. Local Governments - Complaints arising from the students working for local governments were i) the projects were not always ecological in nature, ii) the type of work one was to be doing was not outlined before arrival on the job-site and iii) the accommodations were not previously arranged in municipalities as students were led to believe. Students felt there should be a wage increase and more organization at the administrative levels. Some students preferred to live at home for economical reasons but most students wanted to be away for the summer and accepted the job with the Corps because it offered interesting outdoor employment.
2. Department of Lands & Forests
 - a) Forestry - The most noted problems were inadequate supervision, minimal financial gain and poor room and board accommodations in camp situations. Students suggested that improved wages and more meaning-

ful tasks would be an asset. The work they did should provide experience in their related fields if at all possible. The majority of students enjoyed being outdoors and away from home to gain new experiences and see the province.

b) Provincial Parks - Insufficient pay and overcrowded room and board arrangements were noted as problems with Provincial Parks assignments. Better organization at the management levels, better equipment and transportation and more regular paydays would rectify some of the problems. Students agreed that they liked to be away from home for the summer, they enjoyed the feeling of independence and getting away from city life.

c) Fish & Wildlife - Overcrowded facilities, insufficient pay, and no proper method of screening the applicants were the most prevalent problems listed with Fish & Wildlife employees. Again, students agreed that although you could save more money at home they preferred to be on their own.

3. Department of Industry & Tourism - Since students working with Industry & Tourism were living in places such as Banff and Jasper, their accommodations were very expensive and therefore students tended to overcrowd facilities in order to keep costs down. The students did feel that they had provided helpful services to tourists coming to Alberta.

4. Department of Health & Social Development - All the students working for this department thought the program should continue. They enjoyed working away from home, meeting new people and felt they were helping preserve the ecology.

5. Department of the Environment - Although most of the students working for the Department of the Environment felt better planning was needed at organizational levels they also felt that all proper equipment was provided and information about the job was always on hand. They considered the Corps to be a benefit to both the students and the Province.

6. Department of Agriculture - Students appreciated the financial help and experience they gained but thought the jobs they were offered should have been in fields more related to their studies. Again, the majority of students liked living away from home.

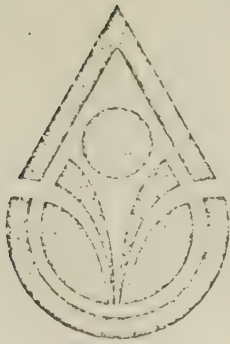
D. CONCLUSION

The Alberta Ecology Corps has proven to be a very worthwhile undertaking and all indications are, considering the economy and student employment situation, that a continuation of the program should be considered.

Corps objectives were surpassed in that 1707 student positions were created and an impressive amount of worthwhile work was accomplished. Project supervisors, students, local government officials, provincial department personnel and Corps administration have, with few exceptions endorsed the continuation of the program.

Due to the haphazard beginning of the program and the political atmosphere during the formative stages, the program received criticism from the general public and press. The public and press looked at the program as a vote getter and failed to see the objectives and potential of the program.

I am certain that with the experience gained this first season and the interest now shown in the program, it would be in the interest of the province to continue a student employment program.



Alberta Ecology Corps

Financial Building
10621-100 avenue
Edmonton, Alberta
423-3267

July 27, 1971

All Alberta Ecology Corps Supervisors

At the completion of your program would you please provide a brief report of the Ecology Corps program under your supervision, including the following points:

- (1) A description of work completed.
- (2) An outline of problems encountered.
- (3) Recommendations as to policy and procedure changes for improving the operation of the Corps.
- (4) Your recommendations as to whether the program should be continued next year in an amended form or not at all.
- (5) Any additional information you may add that will assist in evaluating the Corps operation.

Sincerely,

D. J. Chabillon
Staffing Officer



Alberta Ecology Corps

Financial Building
10621-100 avenue
Edmonton, Alberta
423-3267

Dear Alberta Ecology Corps Members:

It was not possible to visit each project site during the course of the summer, but I found that members in the field, with whom I did visit, had problems of one form or another. I feel that our dealings with some problems has left us with a "lopsided" view of the program and would like to obtain your view so that our recommendations to Government at summer's end will be of a more balanced and useful nature.

The objectives of this questionnaire are to:

- (1) Evaluate the degree of success of the program.
- (2) Obtain information from members to assist in improving the Corps
- (3) Determine whether the Corps should be continued at all.

I hope that the questionnaire will help in obtaining information, feelings and suggestions from the field. If additional space is required when answering the questions, please feel free to add sheets to this questionnaire. Anything that you may have to offer will be beneficial in planning a more successful program in the future.

Sincerely,

D. J. Chabillon
Staffing Officer

L. G. de Vore
Executive Director

Project Name and Location _____

Period of Employment _____ Began _____ Terminated _____

(1) What do you feel are the two main objectives of the Alberta Ecology Corps?

(2) Do you feel that these objectives were fulfilled?

Yes _____ No _____ Undecided _____

Comments

(3) Would you accept employment with the Corps if it, or a program similar to it, continued next year?

Yes _____ No _____ Undecided _____

(4) If not, why not?

(5) Where do you feel improvement is needed?

(6) In your opinion, was the supervision at the job site satisfactory? (Please elaborate)

(7) Were your room and board accommodations satisfactory? _____

If not what improvement would you recommend?

- (8) Would you prefer an assignment to a project in your home town area or do you prefer to be away from home? Why?
- (9) Did you have application for employment with other firms when you were offered employment with the Corps? Yes _____ No _____
- (10) Were you offered other employment anytime during the summer?
Yes _____ No _____
- (11) If yes
- (a) Did the other employment offer pay which was
_____ higher than that of the Corps including room and board.
_____ lower than that of the Corps including room and board.
_____ about the same.
- (b) Was your other employment offer made
_____ before beginning with the Corps.
_____ about the same time.
_____ after beginning with the Corps.
- (c) Why did you not accept your other employment offer?
- (12) Would you like to see the Alberta Ecology Corps, or a similar organization continued next year? Why or Why not?

Date _____ Signature _____

ALBERTA ECOLOGY CORPS
STUDENT QUESTIONNAIRE SUMMARY

The following summary of student questionnaires will indicate the overwhelming endorsement of the program by the students.

Act Body	No. of Quest. Returned	No. of Quest. Recommending Cancellation	No. of Quest. Undecided	No. of Quest. Recommending Continuation	Percentage of Continuation
Governments	263	4	9	250	94.3%
of Health ial Dev.	11	-	-	11	100.0%
of the onment	5	-	-	5	100.0%
ry & sm	72	2	8	62	86.1%
ulture	32	-	-	32	100.0%
& Forest try	129	4	8	117	90.7%
	70	-	3	67	95.7%
& Wildlife	23	-	3	20	86.9%
ionnaires ved after ry was eted	43	-	-	43	100.0%
RECEIVED	648	Overall percentage of Cancellation			1.5%
		Undecided			4.8%
		Continuation			93.6%

Of all students employed only 37.9% submitted a completed Questionnaire.

Census Division Breakdown

It is apparent that the majority of persons receiving positions with the Corps were from Census Division 11 - Edmonton area. As a result nearly all other divisions showed significantly lower employment rates than was actually anticipated. The most significant difference is in Census Division 6 - Calgary; 26 percent should have been employed from this area, whereas only 12.6 percent were. Divisions 2, 8, and 10 showed higher rates of employment than was anticipated due to the following reasons:

(1) Publicity

Most of the publicity the Corps received was in the Edmonton area, therefore it is only logical that students from this area would be more informed about the Corps than would students from other areas. Many of those employed from outside Edmonton would not have been so had we not requested applications from Manpower Centres throughout Alberta.

The proximity of areas in Divisions 8 and 10 and the concentration of population in localities within a short distance from Edmonton, would explain the increase in these two areas.

(2) Need for immediate applications

Midway through the Program our need arose for more applications from students who were immediately available for positions. Those students who inquired at the office, and who indicated a positive reaction to our employment offer, were naturally assigned more readily than those submitting applications by mail. More important is the fact that our "over-the-counter" inquiries were greater than our "mail" inquiries. Naturally those students from Edmonton, or vicinity were able to come into the office.

(3) Medicine Hat (Division 1 area) showed a higher rate of employment due to the response of the Medicine Hat Manpower Centres. More applications were received from Medicine Hat Manpower Centre than any other one centre.

Appendix No. 24 Cont'd

The following chart shows a comparison between the percentage of students which should have been employed by the Corps from each Census Division (based on the 1969 population figures) and the percentage of students actually employed by the Corps from each division.

The total number of applications received was 3,955. The following figures are based upon this figure.

Census Division	Percentage	
	Anticipated	Actual
01	2.434	3.578
02	5.317	4.146
03	1.985	1.112
04	0.896	0.455
05	2.370	1.694
06	26.905	12.667
07	2.562	2.002
08	5.445	5.562
09	1.089	0.354
10	4.292	5.613
11	33.183	51.732
12	3.331	2.477
13	2.818	2.654
14	1.345	0.834
15	6.021	5.056

ALBERTA ECOLOGY CORPS - ACCIDENT SUMMARY

	<u>NATURE OF ACCIDENT</u>	<u>CAUSE OF ACCIDENT</u>
S, Steve	- Pulled back muscle	- Accidental
ES, Patricia L.	- One broken glass lens	- Carelessness of employee
Donald	- Sprained right ankle	- Careless
, Elaine A.	- Two fractured ribs which were not diagnosed for 11 days and which led to pneumonia	- Inexperience
T, Michael	- Cut lip, broken tooth	- Accidental injury
, S. Jayne	- Minor cuts to left hand & leg	- Carelessness of employer
S, Kenneth	- Stung by wasps	- Undetermined
EL, Randolph	- Cut left index finger	- Carelessness of employee
ER, Judith	- Sprained back	- Accidental
IN, Donald E.	- Strained back	- Undetermined
William	- Injury to left wrist	- Careless
Terrence	- Cut rotten tree, axe went through tree, cut foot	- Careless
ERTO, Johanna A.	- Stung by wasps	- Undetermined
RDINS, Richard	- Laceration & infection on back of right leg	- Carelessness of employee
E, Lloyd G.	- Apparent strain of left knee	- Carelessness of employee
RD, Frederick Ross	- Cut leg	- Carelessness of employee
Phillippe	- Bruised thighs, sprained index finger, sprained neck	- Careless
ORE, Brian	- Sprained right ankle	- Carelessness of employee
S, Richard	- Cut right foot	- Carelessness of employee
S, Herbert	- Cuts & bruises	- Carelessness of employee
R, Rodney	- Wasp stings	- Accidental
Robert	- Cut left leg	- Carelessness of employee
HNER, Atila	- File does not indicate nature of accident	- Undetermined

	<u>NATURE OF ACCIDENT</u>	<u>CAUSE OF ACCIDENT</u>
SHKA, Alex	- Cut left thumb	- Accidental injury
Paul	- Burn, right knuckle of baby finger	- Carelessness of employee
Gregory	- Left shoulder & left side of head cut and bruised	- Carelessness of employee
SOFT, Fred R.	- Chipped front tooth	- Carelessness of employee
SON, Robert	- Went through plate glass window, cut badly	- Carelessness
Ronald	- Severed finger	- Carelessness of employee
TON, Dean	- Rash on body - all extremities	- Undetermined
O, Henry	- Cut left index finger	- Accidental
LA, Alvin	- Bug in left ear	- Carelessness of employee
E, Roy Frederick	- Cut knee	- Carelessness
Gary	- Dislocated knee	- Result of normal work
ALL, Kenneth	- Cut third finger	- Careless
, Brian	- Gash in left shin	- Carelessness of employee
N, J. David	- Cut eyebrow	- Undetermined
EY, Brian	- Broke tendons in right ankle	- Carelessness of employee
ITT, Clifford	- Strained back	- Carelessness of employee
DY, Carolyn	- Sprain and bruise to left foot	- Accidental injury
H, James	- Inflamed eye	- Undetermined
, Terry	- Lacerated right leg	- Carelessness of employee
R, Gary	- Cut thumb on right hand	- Careless
L, Dwayne	- Metal struck right ankle, bruise	- Careless
IPS, Thomas E.	- Severed tendon to big toe of left foot and scraped the bone	- Carelessness of employee
ILLE, Arthur	- Cut to right hand	- Carelessness of employee
L, Dorothy	- Multiple injuries	- Undetermined
IUK, Bill	- Strained right shoulder muscle	- Carelessness of employee

	<u>NATURE OF ACCIDENT</u>	<u>CAUSE OF ACCIDENT</u>
BELBEIN, Jim A.	- Bruised hips & scraped back	- Carelessness of employer and employee
RLUND, Gary P.	- Cut right foot	- Carelessness of employee
OOD, Thomas	- Wood tick lodge in left knee	- Undetermined
O, Donald	- Superficial blood clot on left leg	- Undetermined
UK, Edwin G.	- Death by drowning	- Carelessness of supervisor
NT, Barbara	- Twisted right knee	- Carelessness of employee
Dorothy C.	- Sawdust in left eye	- Carelessness of employee
Douglas	- Crushed third finger of right hand, loss of nail and bad cut	- Carelessness of employee
IAN, Joanne	- Laceration of left wrist	- Carelessness of employee
AN, Elaine	- Severe reaction to insect bites on face causing swollen right eye and temple	- Undetermined
ic Feung	- Sprained right wrist	- Undecided

